

P.B.

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PALM BEACH JUNIOR COLLEGE

1966



Palm Beach Junior College

4200 SOUTH CONGRESS AVENUE, LAKE WORTH, FLORIDA

Co-Educational

officially accredited by the
SOUTHERN ASSOCIATION OF COLLEGES AND SECONDARY SCHOOLS

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CALENDAR FOR 1966-67

FALL TERM

July 25	Last day to make application for admission as a day student, 3:00 p.m.
August 1	Final day to complete all application procedures for admission as day student, 3:00 p.m.
August 2	Final testing for all new day students (excluding transfers)
August 11	Orientation and Counseling for Group I students not in attendance during 1966 Winter or Spring Terms, 8:00 a.m. - 3:00 p.m.
August 12	Orientation and Counseling for Group II students not in attendance during 1966 Winter or Spring Terms, 8:00 a.m. - 3:00 p.m.
August 15-18	Registration by appointment for all day students Registration for all evening students
August 19	Late registration for day students who met all entrance requirements as of August 1, 9:00 a.m.-12 noon. Late registration for evening students, 7:00-9:00 p.m.
August 22	Classes begin
August 22-26	Days to correct schedules due to error only (9:00 a.m. - 12 noon, day students; 7:00 - 9:00 p.m., evening students)
September 5	Labor Day holiday
September 30	Six Weeks Progress Report
October 14	Last day to withdraw from class with "W"
November 11	Veterans Day holiday
November 23	No student permitted to withdraw from a class after this date
November 24, 25	Thanksgiving holidays
December 12-16	Final examinations. All grades due in Registrar's office on or before 9:00 a.m., December 19
December 16	End of Fall Term

WINTER TERM

December 1	Last day to make application for admission as day student, 3:00 p.m.
December 9	Last day to complete application procedures as a day student, 3:00 p.m.
December 21	Final testing for all new day students (excluding transfers)

CALENDAR FOR 1966-1967 (continued)

- January 3 Orientation and Counseling for all day students
not in attendance during 1966 Fall Term,
8:00 a.m. - 3:00 p.m.
- January 3, 4, 5 Registration by appointment for all day students
Registration for all evening students
- January 6 Late registration for day students who met all
entrance requirements as of December 9,
9:00 a.m. - 12 noon. Late registration for
evening students, 7:00 - 9:00 p.m.
- January 9 Classes begin
- January 9-13 Days for correcting schedules due to error only
(9:00 a.m. - 12 noon, day students; 7:00 - 9:00 p.m.,
evening students)
- February 17 Six Weeks Progress Report
- March 3 Last day to withdraw from class with a "W"
- March 24 Good Friday holiday
- April 11 No student permitted to withdraw from a class
after this date
- April 25-28 Final examinations. Grades due in Registrar's
office by 9:00 a.m., May 1
- May 4 Recognition Night Program
- May 5 Commencement Exercises

SPRING TERM — First Session

- April 14 Last day to make application for admission as a day
student, 3:00 p.m.
- April 21 Final day to complete all application procedures
for admission as a day student, 3:00 p.m.
- May 1 Final testing for all new day students
(excluding transfers)
- May 3, 4 Orientation and Counseling by appointment for new
day students, and others not in attendance during
1967 Winter Term, 8:00 a.m. - 3:00 p.m.
- May 8, 9 Registration for day students by appointment
Registration for evening students
- May 10 Classes begin
- May 10, 11 Days to correct schedules due to error only,
(9:00 a.m. - 12:00 noon, day students; 7:00 - 9:00 p.m.
evening students)

CALENDAR FOR 1966-1967 (continued)

- May 19 Last day to withdraw from class with a "W"
- June 12 No student permitted to withdraw from a class
after this date
- June 16 Final examinations. All grades due in Registrar's
office by 4:00 p.m., June 16
- June 16 End of First Session

SPRING TERM — Second Session

- June 2 Last day to make application for admission
as a day student, 3:00 p.m.
- June 9 Final day to complete all application procedures
for admission as a day student, 3:00 p.m.
- June 9 Final testing for all new day students
(excluding transfers)
- June 14 Orientation for all new and transfer students and others
not in attendance 1967 Winter Term or First
Session Spring Term, 8:00 a.m. - 3:00 p.m.
- June 14, 15, 16, ... Counseling by appointment for all new students
and others not in attendance 1967 Winter Term
or First Session Spring Term, 8:00 a.m. - 3:00 p.m.
- June 19 Registration by appointment for day students
Registration for evening students
- June 20 Classes begin
- June 20, 21 Days to correct schedules due to error only,
(9:00 a.m. - 12:00 noon, day students; 7:00 - 9:00 p.m.,
evening students)
- June 30 Last day to withdraw from class with a "W"
- July 4 Independence Day holiday
- July 24 No student permitted to withdraw from a class
after this date
- July 31 Final examinations. All grades due in Registrar's
office by 3:00 p.m., August 1
- July 31 End of Term

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Mary Cranmer	Clerk-Typist
Naomi Z. Davis	Bookstore Bookkeeper
Mabel H. DePew	Clerk-Typist
Evelyn Dower	Secretary to Evening Coordinator

Barbara Evans	<i>Clerk-Typist</i>
Mary L. Forbes	<i>Clerk-Typist</i>
Sue Frazier	<i>Secretary to Registrar</i>
Mary Ann Giel	<i>Clerk-Typist</i>
Bonnie I. Griffin	<i>Secretary to Dean of Instruction</i>
Edna M. Hardy	<i>Clerk-Typist</i>
Marilyn Hostetter	<i>Clerk-Typist</i>
Jane Joffre	<i>Clerk-Typist</i>
Lois Kaskey	<i>Switchboard Operator</i>
Kathleen B. Kulp	<i>Clerk-Typist</i>
Virginia B. Lewis	<i>Secretary to Director of Student Personnel Services</i>
Nancy B. Logan	<i>Clerk-Typist</i>
Virginia G. McNamee	<i>Clerk-Typist</i>
Sonia G. Mattson	<i>Supervisor of Purchasing</i>
Bobby Jean Meeks	<i>IBM Keypunch Operator</i>
Elizabeth H. Nobis	<i>Secretary to the President</i>
Alice H. Perry	<i>Clerk-Typist</i>
Alice K. Rudy	<i>Secretary to Dean of Special Studies</i>
Lena Silber	<i>Clerk-Typist</i>
Loretta Taylor	<i>Cashier</i>
Wilma T. Weigel	<i>Bookkeeper</i>
Louella Williamson	<i>Clerk-Typist</i>
Earlene S. Witman	<i>Clerk-Typist</i>
Norma A. Woodyard	<i>Stenographer</i>
Corinne Wulf	<i>Clerk-Typist</i>

* * *

Gerald K. Fisher	<i>Cafeteria Manager for the Prophet Company</i>
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GENERAL INFORMATION

HISTORY

Palm Beach Junior College is a two-year, co-educational institution established in 1933 with the cooperation of the County Superintendent of Public Instruction, the Board of Public Instruction, representatives of civic organizations of West Palm Beach, and members of Palm Beach High School Faculty.

Palm Beach Junior College had its inception in service to young men and women who desired educational work beyond high school. Because these young people were unable to secure employment immediately after graduation from high school, and because they expressed interest in higher education, the College was founded to meet their needs.

From 1933 to February, 1948, Palm Beach Junior College was located adjacent to Palm Beach High School. In February, 1948, the College was moved to a complete plant on a 21-acre site at the de-activated Morrison Field, where it experienced its rapid growth, only to be faced with the necessity of surrendering title to the Air Force for re-activation of the field. Through the cooperation of the Town Commission and people of Lake Park, their town hall was made available to the College as a temporary home. The move to rather restricted quarters substantially reduced both enrollment and faculty, but with the addition of space rented in the Community Church of Lake Park, the College again increased the student body to full capacity of its facilities until, at the opening of school in September, 1955, it was forced to refuse admission to more than one hundred students.

In September, 1956, Palm Beach Junior College moved to its permanent campus, a 114-acre site adjacent to Lake Osborne, two miles west of the town of Lake Worth. The board of County Commissioners donated this site to the Board of Public Instruction.

Palm Beach Junior College holds a distinctive place in Florida education as the first junior college in the state to become a part of the educational system of an individual county. In December, 1947, it became the first public junior college in Florida to be approved by the State Board of Education for participation in the Minimum Foundation Program.

ACCREDITATION AND MEMBERSHIPS

Palm Beach Junior College is accredited by the Southern Association of Colleges and Secondary Schools and the State Department of Education. The College is an active member of the American Association of Junior Colleges, the Florida Association of Public Junior Colleges and the Florida Association of Colleges and Universities.

Admission to the upper division of the state universities and to virtually all other colleges and universities in the United States is granted upon

the satisfactory completion of two years work at Palm Beach Junior College.

PHILOSOPHY

Realizing that securing a college education presents a complex and significant problem to many of its area citizens, and that the opportunity to attain that educational goal may, without a community-centered institution, be denied many of these people, Palm Beach Junior College is dedicated to meeting the demands for two years of higher education. Palm Beach Junior College seeks to insure the maximum in personal educational service to the individual student at a minimum cost, for the benefit of the individual, of the nation, and of society in its effort to achieve its hopes for the future.

PURPOSES

The philosophy, purposes and functions of Palm Beach Junior College have grown out of the needs and nature of the community, the needs and desires of citizenry, and the belief that all people who wish to should have the opportunity to continue beyond high school, a program of general education, to prepare for entrance to some field of employment or to prepare for further study in a senior college or university.

Since the demands of society and the needs of individuals require post-high school education for an increasing number of our population, the College has devised and tries to maintain a program to prepare the citizenry (a) for effective living as persons and members of a family; as members of the state and world and (b) for vocations in which they can make their greatest contribution to society and in which they can gain personal satisfaction and security. In trying to meet the needs of its people and to implement its philosophy, the College has several specific and particular purposes:

- I. The College endeavors to provide the needed curricula in four general areas of instruction.
 1. It seeks to carry on a program for the student who wishes to continue his studies beyond the two-year program.
 - a. It provides the first two years of college instruction for most of the academic schools and colleges in universities and other four-year institutions.
 - b. It provides pre-professional studies for admission to professional schools.
 2. It has a program of general studies directed at the production of well-informed, competent citizens who can function effectively as members of a family, a community, a state and a democratic nation—a program that serves both social and individual needs.

3. It offers a program of specialized curricula designed primarily to prepare the student to find entrance employment in a specific occupation, semi-profession or profession, in the nursing field or as a dental hygienist. This program also includes liberal arts study to aid him in gaining civic competence and personal adequacy.
4. It keeps in touch with the community and the people it serves, noting changes and trends of development and seeks to meet the educational needs of the area—both individuals and enterprises.

II. The College seeks to promote in its constituency many desirable qualities.

1. It strives to develop qualities of maturity, leadership and ability to participate in group efforts.
2. It aids in the acquisition of desirable ethical, moral and esthetic values, attitudes and sensitivities.
3. It helps in the acquirement of knowledge, skills and social and intellectual competencies.
4. It strives to develop a proficient and informed citizenry.

BUILDINGS AND EQUIPMENT

Campus buildings were begun in 1955, and major additions through the years have kept pace with increasing enrollment. The master plan for the campus, accepted in 1964-65, calls for three phases of construction which will more than double space from 1965 levels. Phase one is nearing completion and the following list of buildings include those to be completed by fall, 1966 as well as those already in use.

ADMINISTRATION BUILDING

This building houses administrative and faculty offices and classrooms. It formerly housed the library and audio visual center. With the removal of these activities to the Learning Resources Center, a large section of this building is now available for other uses. Three large lecture areas are shown in future development in the master plan.

SCIENCE BUILDING

The Departments of Business and Science, including Biology and Chemistry and the Home Economics facilities are located in this building. Laboratory facilities for sciences, a well-equipped sewing and cooking center for home economics, and typing and other business machines for the Business department are included.

DENTAL HEALTH SERVICES BUILDING

The Dental Health Clinic, Laboratory, Classroom, X-Ray, and Operatory are housed in the East wing of this building.

The Dental Assisting Clinic, Laboratory, Classroom, Library, are housed in the West wing.

Also housed in the West wing of this building are laboratories for the Dental Laboratory Technician courses.

TECHNICAL BUILDING

The Departments of Nursing, Mathematics and Engineering Technology, including Physics, are located in this building.

Included are laboratories for electricity and electronics. These are slated for expansion into rooms formerly occupied by drafting equipment, to be moved temporarily to the first floor of the new Learning Resources Center.

TECHNICAL LABORATORY BUILDING

The building provides two large laboratories for Air Conditioning and Refrigeration, a large Materials Processing Laboratory, and a Testing Laboratory. Space is also included for Civil Drafting Technology equipment storage.

AUDITORIUM

The Department of Communications has offices and some classes in the auditorium. The facilities for dramatic productions are excellent. General college programs are held in the auditorium or in the outdoor theater at the rear.

HUMANITIES BUILDING

This modern building provides facilities for vocal and instrumental music, art and literature. Excellent facilities are included in this building for practice rooms in music, art studios, an art gallery, as well as four classrooms.

PHYSICAL EDUCATION BUILDING

This building provides the offices, dressing rooms, storage facilities and gymnasium for the Health and Physical Education program.

An addition to this building, more than doubling its floor space and adding facilities for viewing home games of the new intercollegiate sports program.

SOCIAL SCIENCE BUILDING

The new Social Science building provides fourteen classrooms and sixteen offices for faculty. The lecture rooms are used by the Biology, Business, Mathematics, Communications and Social Science facilities.

STUDENT ACTIVITIES BUILDING

This recently enlarged building is the center of student life on campus and includes a large lounge area with a TV corner, tables for games,

and conversation groups. The building is arranged so that the lounge area may be used for dances, teas, and other social activity. Office space for Student Government, the college yearbook (*The Galleon*), and newspaper, (*The Beachcomber*) is also provided.

CAFETERIA

This building has facilities for hot lunches and evening meals during the semester. There is also a snack bar.

RECEIVING CENTER AND BOOKSTORE

This modern center handles all supplies coming into the College and includes the bookstore for convenience to the students.

LIBRARY-LEARNING RESOURCES BUILDING

The first floor houses the Reserve collection and Reading Room as well as the Audio-Visual Center. The second floor will be devoted entirely to Library and Reading Room. For the time being, the third floor will have five Business Education rooms, two mid-management classrooms, and thirty-three faculty offices. With the continued growth of the College, this third floor will ultimately be devoted to Library activities.

DATA PROCESSING BUILDING

This new two-story building houses a Data Processing Laboratory and a Computer Laboratory on the first floor, and two classrooms and faculty offices on the second floor.

CENTRAL MECHANICAL BUILDING

This building houses the equipment to provide both chilled and hot water for air-conditioning and heating all buildings on campus.

ANTICIPATED FUTURE EXPANSION

The College anticipates continued expansion of the physical plant and development of the campus. During the 1966-67 school year, the three-story Business Administration Building will be under construction, as well as the new two-story Administration Building.

PROGRAM FOR VETERANS AND FOR VETERAN-DEPENDENTS ON WOEA

The College is approved by the State Department of Education and the Veterans Administration for training. Veterans who plan to attend under any of the various veteran's training laws and dependents of deceased or disabled veterans who expect to enroll under the War Orphans Educational Assistance Act, should apply to the St. Petersburg Regional Office or consult a county veterans officer well in advance of registration. Upon enrollment, veterans and veteran-depend-

ents are required to pay all regular fees and charges, the same as other students, except for disabled veterans certified by V.A. prior to enrollment. Upon certification by the College and Veterans Administration, educational allowance is paid monthly to the student for training time computed as follows:

14 or more semester hours	Full time
10 to 13 semester hours	$\frac{3}{4}$ time
7 to 9 semester hours	$\frac{1}{2}$ time
1 to 6 semester hours	Fees only

EVENING COLLEGE PROGRAM

Palm Beach Junior College, through Evening classes, provides educational services for people who are unable to attend regular classes or who, having attended college, desire to continue their education.

Classes are regularly offered in August, January, April, and June but will be organized whenever there is sufficient demand to meet requirements under the College program of the State Minimum Foundation Program. Most of the evening credit courses meet only one night a week; a few meet two nights a week. Credit courses may be taken on a non-credit ("Audit") basis by payment of the regular fee.

A separate bulletin describing all credit and non-credit courses offered in the evening class program is available. This bulletin details requirements and dates of registration for each term. For additional information, please contact Registrar, Evening Classes, Palm Beach Junior College, 4200 Congress Avenue, Lake Worth, Florida 33460.

GENERAL REGULATIONS

ADMISSION

METHODS OF ADMISSION. (1) *Certificate of Graduation*—The Palm Beach Junior College will accept certificates from the approved high schools of Florida, from any secondary school of another state which is accredited by its state university and from any recognized college or university. Blank certificates, conveniently arranged for the desired data, will be sent to all principals and, upon application, to prospective students.

Candidates for admission who have been graduated from an approved high school will be accepted. Applicants from states other than Florida, who are graduates of out-of-state high schools, will not be admitted to Palm Beach Junior College if they are in the lower quintile (lower 20%) of their graduating class.

(2) *State High School Equivalency Certificate*—Legal residents of Florida who are at least 20 years of age may qualify for this certificate upon successful completion of the General Education Development

Tests. These tests are administered in the office of Adult Education which is an official testing center for the State Department of Education. Veterans who complete the G.E.D. tests while on active duty are also eligible for the Equivalency Certificate on the same basis as non-veterans. *The diploma must be in the Registrar's office before admission will be granted.*

Palm Beach Junior College makes no distinction on the ground of race, color, or national origin in the admission practices or any other practices of the institution relating to the treatment of students.

The final decision on admission rests with the Registrar.

TRANSFER STUDENTS

Students who are not permitted to return to the institution they last attended will not be admitted to Palm Beach Junior College until they have remained out of school for one full term.

Transfer students whose grade point averages do not meet the cumulative point average of Palm Beach Junior College's probation policy will be accepted only on academic probation.

Students who enter from other colleges or universities and who ask for advanced standing, must furnish a statement of honorable dismissal and an official transcript of the work done in the college or university from which they transfer, together with a complete statement of the subjects offered for entrance at the former school.

The amount of credit allowed for a quarter, semester or term will not exceed the amount the student would have been permitted to earn during the same period of time at Palm Beach Junior College.

ADMISSION PROCEDURES

Procedures for entering freshman students or undergraduate students transferring from another college or university are as follows:

1. Apply to the Office of the Registrar for admission forms. Fill out application form in detail and forward to the Registrar together with two identification photographs (approximately 2"x2") and a \$10 check or money order made payable to Palm Beach Junior College, BEFORE processing the other forms. The \$10 earnest fee is not refundable but will be applied on fees at time of registration.
2. TRANSCRIPTS.
 - (a) Take or mail the transcript form to the high school last attended and ask that it be filled out immediately AFTER your graduation and sent to the Registrar, Palm Beach Junior College
 - (b) If you have attended college elsewhere, you must submit transcripts from all colleges attended. Transcripts must be sent directly to the Registrar.

3. PHYSICAL EXAMINATION.

Fill out the medical form on one side, sign it and have the other side filled out and returned to the Registrar by a licensed physician.

4. AFFIDAVIT OF RESIDENCE. Fill out the appropriate section of the form and have it notarized.

5. PLACEMENT TESTS.

In order to be eligible for registration, all students entering Palm Beach Junior College for the first time, except transfer students, are required to take the placement tests which are given at regular scheduled times. A schedule of test dates is sent to applicants.

6. ADDITIONAL REQUIREMENTS FOR SPECIALIZED PROGRAMS:

(a) NURSING applicants are required to submit photostatic copies of birth certificates.

(b) DENTAL HYGIENE applicants must (1) take ADHA Dental Hygiene Aptitude Test given in November and February; (2) have dental examination, results of which are recorded on form furnished by college; (3) be a woman student and resident of Florida; (4) have a personal interview with staff of Dental Hygiene Department; (5) complete all requirements by April 1 (except that high school seniors may, pending graduation, submit partial transcripts covering all but final semester's work).

7. ACCEPTANCE. Upon completion of all forms, your application will be considered by the Admissions Committee and you will be notified of their action. If you are eligible to be admitted, you will receive an acceptance letter from the Registrar's office, along with dates for orientation, registration and final testing.

8. Any student falsifying application records will be subject to immediate dismissal without refund.

Students transferring from an institution of higher learning which is not accredited by the Association of that area are accepted conditionally. When 15 hours of work have been successfully completed at Palm Beach Junior College, the student will be given credit for acceptable courses which were transferred.

Palm Beach Junior College accepts on transfer only those courses completed at other institutions with grades of "C," or higher. Courses on the transcript which carry a grade of "D," or lower, will not be accepted for credit but are considered in calculating quality point average for student standing and for meeting graduation requirements.

Transfer students whose grade point averages do not meet the cumulative point average of Palm Beach Junior College's probation policy will be accepted only on academic probation.

PROBATIONARY STATUS

A student must maintain a satisfactory scholastic standing or be placed on probation, in order to remain enrolled in Palm Beach Junior College. A student must have a cumulative point average of:

- 1.4 or better for 1 through 14 semester hours attempted,
- 1.6 or better for 15 through 27 semester hours attempted,
- 1.8 or better for 28 through 45 semester hours attempted,
- 2.0 or better for over 45 semester hours attempted or be placed on probation.

Any student on probation is limited in his load to 11 semester hours for any school term, consequently, he is a special student. See page 27, regular and special students.

To remove probation, a student must earn sufficient quality points to bring his cumulative average up to the standard set for that number of semester hours. A student on probation is given one term to remove probation. If he fails to remove probation at the end of the term, he will be suspended for one term unless he earns the cumulative average of the standard set for that number of semester hours, or an average of 2.0 or better on all work attempted in the immediate term.

A regular student who passes none of his work attempted in a given term is subject to automatic suspension for one term, whether he has previously been on probation or not.

A student readmitted following suspension will be admitted on probation and be subject to all regulations pertaining to probation. Probation will be figured at the end of each school term (December, April, July).

A committee on probation will be appointed by the President to pass on appeal cases. Suspension is automatic; students with questions should see the Registrar.

GENERAL FEES

PAYMENT OF FEES: All fees are due at the time of registration. Personal checks may be accepted for the amount of fees due. It is suggested that the student bring two checks to registration: One for registration fees and one for books.

Application Fee \$10.00

This "earnest" fee is required at the time of application. It is not refundable but will be credited to the student's fees at the time of registration.

Regular District Students
(See Student Classifications, Page 27)

	Per Term
Registration Fee	\$50.00
Student Activity Fee (Fall and Winter Terms)	15.00
*Student Activity Fee (Spring term, each six-week session)	2.50

*Charged student taking five or more hours in each session. This \$2.50 fee will not cover cost of the college annual.

Regular Non-District Students
(See Student Classifications, Page 27)

Tuition Fee, in addition to Regular District Student Fees \$25.00

Regular Non-Florida Students
(See Student Classifications, Page 27)

Tuition Fee, in addition to Regular District Student Fees\$100.00

SPECIAL STUDENT FEES

REGISTRATION FEE:	Resident	Non-District	Non-Florida Students
1-3 semester hours inclusive	\$15.00	\$22.50	\$30.00
4-8 semester hours inclusive	30.00	45.00	60.00
9 semester hours inclusive	45.00	67.50	90.00
*10-11 semester hours inclusive (includes activity fee)	60.00	82.50	105.00

*Students carrying less than 10 semester hours are entitled to a student activity card by paying the student activity fee of \$15.00. Students carrying 10 or more hours must pay an activity fee of \$15.00 each term they are enrolled. (See exception above for Spring term.)

SPECIAL FEES

Photo Identification Card Fee	\$ 1.50
Breakage Card Fee	2.50
Graduation Fee	7.00

This fee is payable at the beginning of the last term prior to graduation and is not refundable.

Bowling	15.00
Water Skiing	25.00
Life Saving & Water Safety	3.75
Late Registration Fee	5.00

MC 121, 122, 221, 222 Applied Music—Instrumental	22.50
(One ½ hour private lesson a week)	
MC 123, 124, 223, 224 Applied Music—Instrumental	45.00
(Two ½ hour private lessons a week)	
MC 226 Brass Techniques*	15.00
MC 227 Woodwind Techniques*	15.00
MC 228 String Techniques*	15.00
*Class Fee includes the use of method books on a loan basis.	
MC 131, 132, 231, 232 Applied Music—Voice	22.50
(One ½ hour private lesson a week)	
MC 133, 134, 233, 234 Applied Music—Voice	45.00
(Two ½ hour private lessons a week)	
MC 141, 142 Class Voice	15.00
Class lessons (2 class hours weekly)	

Fees to cover the cost of instruction and materials for short, non-credit courses will be announced with each such course.

Transcript Fee	1.00
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Two transcripts, whether partial or final, are furnished free of charge. Additional transcripts will not be issued until this fee is paid.

Special Term Examination Fee	3.00
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Special Announced Test Fee	2.00
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OTHER INDIVIDUAL PROGRAM COSTS: Students enrolled in the two-year Nursing Program must purchase approved insurance, uniforms and provide for transportation to the hospitals for clinical assignments. Dental Hygiene students must purchase insurance and special kits of instruments as well as approved uniforms. Art, Engineering Drawing, and Drafting students will also have special equipment and supplies which they must purchase in addition to the normal cost of textbooks. The approximate minimum cost for the uniforms, equipment, and materials for these specialized programs are as follows:

Nursing students	\$ 20.00
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Dental Hygiene students	200.00
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Engineering students	50.00
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A majority of the above uniforms, kits, equipment, and supplies as well as textbooks may be purchased at the College Bookstore.

REFUNDS: Students who withdraw within the first five class days of any term, not including days set aside solely for registration, will be reimbursed eighty percent of the tuition and fees. The student withdrawing must notify registrar.

PURPOSE OF THE STUDENT ACTIVITY FEE. A student activity fee, paid at the beginning of each term by each student who is taking ten or more hours, is administered by the Executive Department of the Student Government Association and is used to defray expenses connected with maintaining the following activities: intercollegiate athletics, intramurals, College newspaper, College annual, and such

special activities as may be sponsored by the College. Payment of this fee entitles the student to be admitted free to most programs and social activities of the College.

STUDENT CLASSIFICATION

SOPHOMORE AND FRESHMAN. A student is considered a sophomore when he has completed twenty-eight semester hours of credit, regardless of the number of terms he has been in attendance. When he has completed less than twenty-eight hours of credit, he is a freshman.

RESIDENT OR NON-RESIDENT STUDENTS

NON-FLORIDA STUDENTS. Unless a student (or, if a minor, his parents, parent or legal guardian) has had his place of bonafide permanent residence in the State of Florida for at least twelve months immediately preceding his registration, he will be classed as a non-Florida student and be subject to the out-of-state tuition fee of \$100 per term.

Employees of the Board of Public Instruction who wish to request a waiver of this fee may obtain the proper form from the County Superintendent's Office or from the college.

NON-DISTRICT STUDENTS. A student is considered a Non-District Student when he (or, if a minor, his parents, parent or legal guardian) has had his place of bonafide permanent residence for at least twelve months immediately preceding his registration at Palm Beach Junior College, in the State of Florida, and in a county of Florida which is not cooperating in the Junior College Minimum Foundation Program.

Employees of the Board of Public Instruction who wish to request a waiver of this fee may obtain the proper form from the County Superintendent's Office or from the college.

DISTRICT STUDENTS. A student is considered a District Student when he (or, if a minor, his parents, parent or legal guardian) has had his place of bonafide permanent residence in the State of Florida and Palm Beach County or any other Florida county which supports a public junior college for at least twelve months immediately preceding his registration at Palm Beach Junior College.

Employees of the Board of Public Instruction who wish to request a waiver of this fee may obtain the proper form from the County Superintendent's Office or from the college.

REGULAR AND SPECIAL. A student is considered a regular student when he is carrying twelve or more semester hours of credit. When he is carrying less than twelve, he is classified as a special student. Although audit and repeat-D courses carry no credit, they are counted as part of the student's load in figuring probation and maximum load allowed. However, when figuring credit load for Selective Service deferment, Social Security benefits or Veterans Administration benefits, non-credit subjects cannot be counted but must be taken in addition to the required number of credit hours.

AUDITORS. A student may be admitted to any course as an auditor with the consent of the Registrar. Students auditing a course must be regular in attendance, but are not required to take tests and exami-

nations. No audit student may change his registration to seek credit in any course in which he is enrolled as an auditor. No day student is permitted to change to audit after he has registered for credit in the course.

STUDENT PERSONNEL SERVICES

PLACEMENT TESTING. All entering students (except transfer students) are required to take a battery of placement tests before registering at the college. Information as to the time and place, as well as the dates, of tests is available from high school counselors and the college Registrar's office. Students are urged to take these tests as early as possible and, upon graduation, make an appointment with the guidance counselor and department academic advisor for interpretation of these tests and information on available college programs.

ORIENTATION. Days are set aside for the orientation program at the beginning of each term. Entering students will have an opportunity to hear department heads discuss the various college programs and will make arrangements for a time and date for academic advisement. Student leaders will also discuss the various activities held on the college campus.

ACADEMIC ADVISEMENT. Arrangements for academic advising will be made for all students by department heads during orientation. At the appointed time, advice and information will be given to the student as to what courses are necessary to accomplish a certain major, as well as graduation from the College. The academic advisor will have available for discussion with the student his high school transcript, high school test record, college transcript and the college placement test scores to assist the student and the counselor in the choice of an academic program. During the school year academic advisors will be available in their offices to assist the students in working out the necessary programs for the coming term. Students are encouraged to keep in constant touch with academic advisors at all times in order that they may be absolutely sure they are taking the right courses needed for graduation in their chosen major.

PERSONAL COUNSELING. Professional guidance counselors are available to all students for personal and vocational counseling. Numerous tests are available for students to take in order to better understand themselves and their capabilities. These are available to students through referral from faculty members or from direct contact with guidance personnel located in Guidance Center and Student Personnel Office.

HOUSING. A list of available housing may be obtained by writing to "Student Housing," Student Personnel Department. Students are advised to investigate thoroughly all housing facilities with their par-

ents before undertaking any obligation. The College has no responsibility concerning housing except to supply available listings on existing facilities.

JOB PLACEMENT. Students are encouraged to hold part-time jobs to assist them in financing their college program as long as it does not interfere with their academic preparation. Notices of the part-time jobs available are posted on the job placement bulletin board in the Guidance Center in AD-1. Students are also encouraged to contact their department heads when specialized jobs are available.

INSURANCE. The College recommends that all students take out student insurance made available by the Board of Public Instruction at reasonable prices. Envelopes and information may be obtained in the Health Clinic near the Student Personnel Office.

EVENING COUNSELOR. A full-time, professionally trained guidance counselor located in the Guidance Center will be available each evening for students who wish to discuss their academic program.

STUDENT HANDBOOK. All rules, regulations and policies pertaining to student conduct and eligibility for various activities, are listed in the Student Handbook which is issued to all students during registration. Each year a student-faculty committee works on the handbook in order to assure sound policies with which to operate to the best advantage for student welfare.

SCHOLARSHIPS. Local high school students who need financial aid to attend Palm Beach Junior College should apply to the scholarship chairman for this assistance during their senior year in high school. Scholarship information may be obtained from the guidance department in each high school. A limited number of scholarships are awarded at Palm Beach Junior College by the scholarship committee. In order to qualify for one of these scholarships, a student must be a full time student carrying at least 12 semester hours of work with no grade below C.

"DOLLARS FOR SCHOLARS" WORK SCHOLARSHIPS. A work scholarship is financial assistance to students working in a department on campus. A student on full time work scholarship may work 150 hours a year and a student on half time work scholarship may work 75 hours a year. These students are paid at the rate of \$1.25 an hour. Qualifications for work scholarships are the same as those stated for scholarships. Apply to scholarship chairman in Guidance Center.

FEDERAL WORK-STUDY PROGRAM. Students interested in participating in this program may get application forms from the Guidance Center. This program permits students to receive \$1.25 per hour for fifteen (15) hours per week while on the college campus. Special eligibility requirements must be met by students before they are permitted to participate in this program.

STATE SCHOLARSHIPS

TEACHING SCHOLARSHIPS. In order to encourage students to prepare themselves for the teaching profession, the Florida Legislature has provided a number of scholarships of \$400 each for Palm Beach County students. The holder of a general scholarship must attend an institution of higher learning in Florida approved by the State Board of Education. Palm Beach Junior College is one of the approved institutions. Holders of these scholarships promise to teach in Florida at least one year for each year the scholarship is held and register for courses leading to a degree in education. These scholarships are available to Palm Beach Junior College students and are granted on basis of competitive examinations which are held in October of each year. Further information may be secured from the State Department of Education or the County Superintendent of Public Instruction.

NURSING SCHOLARSHIPS. To be eligible to participate in the examination for nurses' loan scholarships the applicant must be a citizen of the United States and a bonafide resident of Florida (must have been living in Florida for at least one year prior to the date of the examination). If applicant is under 21 years of age his parents must have lived in Florida for at least one year. The above scholarship loan is available at Palm Beach Junior College: \$300 per year for two years. Recipients of scholarships must agree in writing to practice nursing in Florida for a specific period of time following the completion of their training.

VOCATIONAL REHABILITATION SCHOLARSHIPS. The Rehabilitation Section of the State Department of Education provides limited assistance to persons who are physically handicapped. Requirements for eligibility for this assistance are as follows: The applicant must have a permanent major physical disability, must be sixteen years old or over, must have a good scholastic record and must take courses that will prepare him for some vocation at which he can earn a living. Applications for this assistance should be made prior to July 1 for the following year. Students who wish to apply should write to the Director of Vocational Rehabilitation, 205 Datura Street, West Palm Beach, Florida.

STUDENT LOANS. A student loan fund is available whereby students may borrow from \$10 to \$50 in an emergency situation. Loans are made only to students who are in good standing and these loans are not available for tuition or fees at registration time. Loans are made any time after registration and must be paid in full a week before final exams of the term in which the loan was made. Entering freshmen must wait until after mid-term grades to be eligible for loans. For further details, see the Chairman of the Scholarship Committee.

The College participates in the United Student Aid Program whereby students may borrow up to \$1000 from their local banks.

SCHOLARSHIPS

The following is a list of the scholarships for the 1965-66 year which were administered through the Palm Beach Junior College Scholarship program. Organizations which did not go through the Scholarship Committee or notify the Committee of awards made directly to students may not be listed below.

American Society of Women Accountants
Alpha Delta Kappa, Iota Chapter
American Legion Auxiliary, Department of Florida
Andy Andrews
Automobile Dealers Association
Arnold Construction Company
Banks, Mrs. Amalie
Benz Chevrolet
Beta Sigma Phi, XI Kappa Chapter
Brevard County Dental Society Auxiliary
Business and Professional Women's Club of Boca Raton
Civitan Club of Lake Worth
Civitan Club of Southboro (Robert B. Watkins Memorial)
Coterie Club of Palm Beaches
Dollars for Scholars
Delta Kappa Gamma
Duncan, Watson B.
Exchange Club of Lake Worth
Epsilon Sigma Alpha, Epsilon Iota Chapter
Fidelis Circle, Kings Daughters and Sons
First Methodist Church, Boynton Beach
Fort Lauderdale High School Miscellaneous Scholarships
French Club of Palm Beach High School
Future Teachers Club of Palm Beach High School
Finlandia Foundation
Glades Cooperative Education Fund
Gold Coast Senior Golf League
Grimes Foundation
Gatto, Robert
Helpful Circle, Kings Daughters and Sons
Holliday, Mrs. Mary
Insurance Women of Palm Beach
Interact Club of Lake Worth High School
Jaycettes of Lake Worth
Junior Woman's Club of Boynton Beach
Junior Woman's Club of Lake Worth

Junior Woman's Civic League of Belle Glade
 Kent, Mr. and Mrs. Harry
 Keyette Club of Forest Hill High School
 Kiwanis Club of Clewiston
 Kiwanis Club of Delray Beach
 Kiwanis Club of Lake Worth (Karl Easton Award)
 Kiwanis Club of Lantana
 Kiwanis Club of West Palm Beach
 Kiwanis Club of Southside West Palm Beach
 Lake Worth General Hospital Auxiliary
 Lake Worth High School Student Council
 Lake Worth Playhouse
 Lions Club of Lake Worth
 Lions Club of North Palm Beach
 Lions Club of Northwood
 Lions Club of Riviera Beach
 Lions Club of Southside West Palm Beach
 McArthur Dairy
 March of Dimes, Palm Beach Chapter
 Music Study Club of West Palm Beach
 National Secretaries Association, West Palm Beach
 National Secretaries Association, Pompano Beach
 National Secretaries Association, Stuart
 Nina Haven Charitable Foundation
 Norman's
 Opti-Mrs. Club of West Palm Beach
 Palm Beach County Chiefs of Police (Eugene Ellis Memorial)
 Palm Beach County Principals Assn. (Howell L. Watkins Memorial)
 Palm Beach Claim Men's Association
 Palm Beach County P.T.A.
 Palm Beach County Tuberculosis and Health Association, Inc.
 Palm Beach County C.T.A.
 Palm Beach High School Art Club
 Palm Beach Rotary Foundation, Inc.
 Phi Delta Kappa, Roosevelt High School
 Reitzel Scholarship Fund, West Palm Beach Post Office
 Rinker Materials
 Rinker-Y.M.C.A.
 Riviera Beach American Legion Auxiliary, Post 268
 Riviera Beach Recreation Department
 Rockette Club of Roosevelt High School
 Roosevelt High School Miscellaneous Scholarship
 Roosevelt High School P.T.A.
 Rotary Club of Boynton Beach
 Rotary Club of West Palm Beach

Seacrest High School Concert Choir
 Seymour, Mrs. Estella
 Sinawik Club of Lake Worth
 Soroptimist Club of Lake Worth and Lantana
 Soroptimist Club of Boynton Beach
 Taylor Funeral Home of Belle Glade
 Teen Age Center, Boca Raton
 Tri Omega, Palm Beach Junior College
 Temple Israel Men's Club
 United Daughters of the Confederacy, Margaret Mitchell Chapter
 United Daughters of the Confederacy, Thomas Benton Ellis Chapter
 (Floyd W. Turner Memorial)
 Veterans of Foreign Wars, Lake Worth
 Violettes Community Club of Belle Glade
 Warwick, Charles H., Jr.
 West Orange Foundation Scholarship Fund, Inc.
 Woman's Club of Boynton Beach
 Woman's Club of Delray Beach
 Woman's Club of West Palm Beach
 Wonder City Lodge No. 1, Fraternal Order of Police Associates
 Yarborough, Mrs. Harry
 Zonta Club of Lake Worth
 Zonta Club of Palm Beaches (Anna Barber Memorial)

SCHOLARSHIPS AND LOANS DESIGNATED FOR SPECIFIC PROGRAMS

DENTAL

L. M. Anderson Memorial Scholarships. Two awarded by the Advisory Committee to the Department of Dental Hygiene with recommendations of the staff of the Dental Hygiene Department.
Palm Beach County Dental Society, Dental Education Loan Fund, Inc.
Miami Dental Auxiliary Scholarship Fund. Available to residents of Dade County.
Dental Health and Education Committee of Broward County Dental Auxiliary. Available to residents of Broward County.

HOTEL-RESTAURANT MANAGEMENT

The following donors have set up scholarships for full time day students in the Hotel-Restaurant Management program:

The Famous Restaurant
 Florida Public Utilities
 Frederic's Steak House
 Howard Johnson's, Inc.
 Petite Marmite Restaurant, Incorporated
 Palm Beach County Hotel Association
 Palm Beach County Restaurant Association

The President Apartments
Raytheon Company
Rich's Ice Cream
Dr. John H. Rudd
The Statler Foundation
Conrad Hilton
Florida Research and Development Foundation, Incorporated
Aqua Motel, Inc. (W. B. Gladstone)
The Prophet Company
Palm Beach Towers
Wert's Restaurant

MUSIC

Music Study Club of West Palm Beach. Scholarship to aid students majoring in music are given in the name of members who have contributed outstanding service to the organization: Mrs. Mabel N. Clemens, Mrs. L. Eugene Hammond, Mrs. George H. Pattison, Mrs. Governor Witt.

NURSING

Student Nurses Association of Palm Beach Junior College. Loan to second-year nursing student.

Forty and Eight, Voiture 290. Two scholarships designated for students in nursing program.

Royale Woman's Club of Boca Raton (Barbara Matwiy Memorial Nursing Scholarship)

VanGuard Club. Scholarship for student in nursing program.

SCHOLARSHIPS AVAILABLE TO GRADUATING SOPHOMORES FOR UPPER DIVISION STUDY

American Association of University Women. A \$100 gift scholarship to girl graduate with at least a "B" average who plans to attend an AAUW approved college.

Dr. B. Blicher, two awards. A gift scholarship to sophomore graduate to pursue her education in dental hygiene. A gift award to the graduating dental hygiene student exhibiting outstanding clinical ability.
Calvin W. Campbell Memorial Scholarship. A \$1,000 gift scholarship awarded annually by First Federal Savings and Loan of West Palm Beach in memory of its founder. Awarded on basis of scholastic achievement and need, this scholarship is renewable for an additional \$1,000 for the senior year if winner has successful junior year. Preference is given students planning to pursue upper division study in a Florida state-supported institution. Applications should be made to college counseling office.

Gee and Jenson Consulting Engineers, Inc. A \$200 scholarship to a graduating sophomore who plans to enroll in a school of engineering at

the college or university of his choice. Application should be made to counseling office.

Halsey & Griffith, Inc. Scholarship. An \$800 gift scholarship awarded annually in honor of the company's customers to a graduating sophomore on basis of achievement and need. Preference is given to students planning to pursue upper division study in a Florida state-supported institution. Applicants should contact the college counseling office.

Jr. Woman's Club of North Palm Beach. \$500 gift scholarship, renewable, to a resident of area served by club and graduate of Riviera Beach, Jupiter High School.

Lake Worth American Legion Post, No. 47. \$500 gift scholarship, renewable, to Lake Worth High School graduate needing financial assistance.

Medical Society of Palm Beach County. \$800 gift scholarship to student planning to complete training for medical career.

Palm Beach Chapter of Florida Engineering Society & Ladies Auxiliary. \$100 gift scholarship to student accepted in a Florida school of engineering.

Palm Beach County Scholarship Foundation. To graduate entering upper division of a four year college.

Personnel Association of Palm Beach County. \$100 gift scholarship to male student majoring in business administration or personnel.

Thi Del Social Club. \$175 gift scholarship to girl graduate entering Florida Atlantic University.

Lake Worth Playhouse. Burt Reynolds Scholarship Fund, undesignated amount to sophomore graduate to pursue drama study.

West Palm Beach Junior Chamber of Commerce. A \$500 gift scholarship to be awarded to a male who resides in West Palm Beach and graduated from Palm Beach High School. Awarded on basis of scholastic promise, financial need and personal worth of candidate. Graduating sophomore candidates should apply to college counseling office.

STUDENT CONDUCT

College students are considered to have reached the age of responsibility and discretion. Their conduct, both in and out of college, is expected to be dignified and honorable. Students must realize from the first that the responsibility for their success in college work rests largely upon themselves. Policies and regulations of the College are formulated by the Board of Public Instruction, the Faculty of the College, the Student Government, and the Inter Social Club Council. Each student, by the act of registering, obligates himself to obey all rules and regulations formulated by the college.

ATTENDANCE

CLASS ATTENDANCE: A student must attend all classes and laboratories for which he is registered. Absence involves a scholastic loss and necessarily a lower grade. Complete regulations are in the student handbook.

WITHDRAWALS: A student who finds it necessary to withdraw from any course must secure from the Guidance Office a withdrawal form; have it properly filled out and signed. This procedure must be followed if the student expects to receive an honorable dismissal. A student who withdraws from any class within the time limit specified for official drops will be marked "Withdrawn" with no grade recorded. A student who withdraws from school or from any class after the specified time limit will be given a WP (withdrew passing) or WF (withdrew failing) by the instructor in each of the classes from which he withdraws.

Initial steps for withdrawal from college are begun through the Dean of Men. or Dean of Women for day students and through the Evening Counselor for evening students. The withdrawal form must be taken by the student to certain designated departments for checking out purposes.

ABSENCE FROM EXAMINATIONS: Absence from an examination will count as a failure unless it is for extreme necessity and a special examination is taken later. A fee of \$3.00 will be charged for a special term examination and a fee of \$2.00 for a special announced test given during the term.

GRADING

GRADING SYSTEM: The following grading system is used in Palm Beach Junior College.

A—Excellent	I—Incomplete
B—Good	W—Withdrew
C—Fair	WP—Withdrew passing
D—Poor but Passing	WF—Withdrew failing
F—Failure	AU—Audit
XF—Failure for Excessive Absence	NC—Non-credit Course

QUALITY POINTS: At the end of each term, quality points are assigned as follows: A, 4 quality points per credit hour; B, 3 quality points per credit hour; C, 2 quality points per credit hour; D, 1 quality point per credit hour. The scholastic standing of a student is defined as the ratio of his total number of quality points to his total number of hours attempted.

GRADE REPORTS: Grade reports are sent to students twice a term. The only grades officially recorded are those issued at the end of a term or session.

DEAN'S LIST: The Dean's List is published at the end of each term. All regular students who have made an average of 3.0 or more (B or above) and are carrying 15 or more semester hours will have their names placed on the Dean's List.

STUDENT LOAD: Most students are not permitted to carry more than 18 semester hours. However, a student whose name appears on the Dean's List for the previous term and who has at least a 3.0 cumulative average, may enroll in a maximum of 21 semester hours.

REQUIREMENTS FOR GRADUATION

General requirements for graduation from Palm Beach Junior College must be met by all students, without regard to the degree to be granted. Final responsibility for meeting the requirements for graduation for either the Associate in Arts degree or the Associate in Science degree rests with the student.

- (1) Students must have 64 semester hours for graduation. Not more than 4 semester hours of music organization and 4 semester hours of P. E. activity credit will be allowed.
- (2) The last fifteen semester hours of credit must be earned in residence, and the student must be in attendance during the term in which the degree is earned.
- (3) A cumulative grade point average of not less than 2.0 or "C" must be achieved in all work attempted by all students.
- (4) All regular students will be required to complete four semester hours in a physical education activity and it is recommended that students enroll in a physical education activity each term until requirement is met. Exceptions to this requirement are: adults who have reached their twenty-fifth birthday, veterans with two years of service other than reserve, adults who are enrolled only in the Evening Division program, and those students enrolled in the one-year non-graduate stenographic curriculum. Other students may be excused from the physical education program or a part thereof by a medical certificate.
- (5) Students must make formal application for graduation on the form furnished by the Registrar and filled out by the counselor.
- (6) Participation in graduation exercises is expected of all graduates. The graduation fee of \$7.00 must be paid at the time the student registers for his final term.
- (7) Additional requirements for the Associate in Arts Degree: Students must complete General Education requirements. See page 39.
- (8) Additional requirements for the Associate in Science Degree: Students are expected to complete courses specified in the Specialized, Business, Technical or Professional programs for which they are

registered. This degree will be awarded to all graduating students who do not complete the General Education requirements. See page 39.

POLICY CHANGES

Any statement in this catalog is subject to change by the Administrative Committee of the College. Any question concerning the interpretation of any regulation in this catalog will be referred to the registrar, and his decision will be final.

GENERAL EDUCATION

Palm Beach Junior College, as a community educational institution, offers a General Education Program designed to promote the development and growth of the individual student. All state universities will accept the successful completion of the Palm Beach Junior College General Education requirements when so certified.

- I. The student will graduate from Palm Beach Junior College with an Associate in Arts Degree. (To eliminate any confusion regarding these requirements—Technical, Special and Professional curricula graduates will be granted an Associate in Science Degree, with some differences in General Education requirements.)
- II. The General Education Program shall consist of a minimum of 36 semester hours. Each course counted in the program must carry a grade of "C" or better.
- III. The following subject areas shall be included in the Palm Beach Junior College General Education Program, as specified below:

Area I	COMMUNICATIONS	6 Hours
	EH Freshman Communications	6
Area II	MATHEMATICS	3 Hours
	MS 106 Mathematics for General Education or higher except MS 107	3
Area III	NATURAL SCIENCES	7 Hours

TWO OF THE FOLLOWING:

BY 101	General Biology	4
BY 102	General Biology	4
*CY 101	General College Chemistry	4
CY 102	General College Chemistry And Qualitative Analysis	4
PH 201	General Physics	4
PH 202	General Physics	4
PH 205	General Physics with Calculus I	4
PH 206	General Physics with Calculus II	4
PS 101	Survey of Physical Science	3
PS 102	Survey of Physical Science	4

*One of the following may be submitted for CY 101:

CY 100	Introduction to Chemistry	3
CY 105	Introduction to Chemistry (with Lab)	4

PS 101 Survey of Physical Science 3

PS 102 Survey of Physical Science 4

*Only one of these may be applied to the General Education program

Area IV HUMANITIES 5 Hours

ONE OF THE FOLLOWING:

EH 201 English Literature to 1800 3

EH 202 English Literature after 1800 3

EH 203 World Literature to 1600 3

EH 204 World Literature after 1600 3

EH 205 American Literature to 1865 3

EH 206 American Literature after 1865 3

AND

ONE OF THE FOLLOWING:

AT 110 History and Appreciation of Art 2

AT 111 History and Appreciation of Art 2

MC 110 Music Appreciation 2

Area V SOCIAL SCIENCES 6 Hours

SS 101 Social Institutions 3

AND

SS 101 Political Institutions 3

OR

PL 201 American National
Government 3

OR

HY 201 United States History
to 1865 3

Area VI HEALTH 2 Hours

HH 101 Personal & Community
Hygiene 2

(Note: This requirement may be waived by satisfactorily passing a standard written Health examination. If waived these 2 hours must be earned in approved courses from one of these other 5 areas.)

*ELECTIVES 7 Hours

TOTAL 36 Hours

Area I: COMMUNICATIONS

FH 101 Elementary French 3

FH 102 Elementary French 3

FH 213 Conversational French 2

FH 214 Conversational French 2

GN 101 Elementary German 3

GN 102 Elementary German 3

LC 101 The Art of Thinking 3

SH 101 Elementary Spanish 3

SH 102 Elementary Spanish 3

SH 213 Conversational Spanish 2

SH 214	Conversational Spanish	2
SP 101	Fundamentals of Speech	3
SP 102	Public Speaking	3
SP 201	Discussion and Debate	3
Area II: MATHEMATICS		
MS 111	College Algebra or higher	3
BA 110	Applied Mathematics of Finance	3
Area III: NATURAL SCIENCES		
BY 101	General Biology	4
BY 102	General Biology	4
BY 156	Microbiology	3
BY 203	Genetics	3
BY 205	Experiments in Genetics	1
BY 211	Botany	4
BY 221	Horticulture	3
CY 101	General College Chemistry	4
CY 102	General College Chemistry	4
PH 201	General Physics	4
PH 202	General Physics	4
PH 205	General Physics with Calculus I	4
PH 206	General Physics with Calculus II	4
PS 102	Survey of Physical Science	3
PS 101	Survey of Physical Science	4
Area IV: HUMANITIES		
AT 110	History and Appreciation of Art	2
AT 111	History and Appreciation of Art	2
AT 210	Interior Design	2
EH 201	English Literature to 1800	3
EH 202	English Literature after 1800	3
EH 203	World Literature to 1600	3
EH 204	World Literature after 1600	3
EH 205	American Literature to 1865	3
EH 206	American Literature after 1865	3
FH 201	Intermediate French	3
FH 202	Intermediate French	3
FH 270	French Literature	3
FH 271	French Literature	3
GN 201	Intermediate German	3
GN 202	Intermediate German	3
MC 110	Music Appreciation	2
PI 101	Introduction to Philosophy	3
PI 102	Major Moral Theories	3
SH 201	Intermediate Spanish	3
SH 202	Intermediate Spanish	3
SP 103	Introduction to the Theater	3
SP 104	Techniques of Dramatic Art	3

Area V: SOCIAL SCIENCES .

BA 204	Economics	3
GY 101	Elements of Geography	3
HY 101	Ancient and Medieval Civilizations	3
HY 102	Modern Civilization	3
HY 201	United States History to 1865	3
PL 201	American National Government	3
PY 201	General Psychology	3
SS 102	Political Institutions	3

⁶To be selected from at least two of the above areas.

AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

(Specialized, Business, Technical, Professional Program)

The Air Conditioning and Refrigeration Technology Program at Palm Beach Junior College begins with the most basic and fundamental concepts of work and progresses into the more technically-advanced area. Some General Education courses are included in the curriculum. Upon completion of the course of study, the graduate will be qualified to enter any of the many possible vocations found in the rapidly growing fields of air conditioning and refrigeration today.

FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER	HOURS	CREDIT
		Fall Term	Winter Term	Spring Term
AC 111	Principles of Refrigeration	4		
AC 112	Principles of Air Conditioning Systems		3	
AC 125	Refrigeration Cycles and Systems		3	
ML 122	Machine Shop and Welding Practice			3
DG 221	Properties of Materials		3	
EL 104	Essentials of Electricity	4		
EG 101	Graphics I	3		
EH 101	Freshman Communications	3		
EH 102	Freshman Communications		3	
HH 101	Personal and Community Health		2	
PE	Physical Education		1	1
MS 103	Basic Algebra	3		
MS 104	Applied Trigonometry		3	
SS 101	Human Institutions			3
		17	18	7

SOPHOMORE YEAR

AC 211	Air Conditioning Systems	3		
AC 212	Commercial Refrigeration Systems	4		
AC 222	Air Distribution and Layout	4		
AC 214	Control Systems for Refrigeration and Air Conditioning	4		
AC 234	Heating and Ventilation		3	
AC 224	Planning of Refrigeration and Air Conditioning Systems		4	
AC 244	Refrigeration Equip. for Air Con- ditioning Systems		3	
PE	Physical Education	1	1	
SS 102	Study of U.S. Constitution		3	
		16	14	

AC 111 PRINCIPLES OF REFRIGERATION

A study of fundamental principles and their application to refrigeration and the component parts of basic commercial systems. 3-3-4*

AC 112 PRINCIPLES OF AIR CONDITIONING

Psychrometrics of air; calculations of heat loads and conditioned air supply. 3-0-3*

AC 125 REFRIGERATION CYCLES AND EQUIPMENT

(Prerequisite: AC 111, Principles of Refrigeration) Theory of operation of domestic and commercial refrigeration equipment. 2-3-3*

AC 211 AIR CONDITIONING SYSTEMS

(Prerequisite: AC 112, Principles of Air Conditioning) A study of the various types of air conditioning systems and their applications. 3-0-3*

AC 212 COMMERCIAL REFRIGERATION SYSTEMS

(Prerequisite: AC 125, Refrigeration Cycles and Equipment) Commercial refrigeration systems and their related technical fields. 2-6-4*

AC 214 CONTROL SYSTEMS FOR REFRIGERATION AND AIR CONDITIONING

(Prerequisite: AC 212, Commercial Refrigeration Systems) Design, selection, application, and trouble-shooting of refrigeration and air conditioning control systems. 2-6-4*

AC 222 AIR DISTRIBUTION AND LAYOUT

Fundamentals of air distribution, selection of components and accessories, design, planning, and layout of complete distribution systems, instrumentation, and system balancing. 2-6-4*

AC 224 PLANNING OF REFRIGERATION AND AIR CONDITIONING SYSTEMS

(Prerequisite: AC 212, Commercial Refrigeration Systems) Practice in planning and estimating various types of refrigeration and air conditioning systems. 2-6-4*

AC 234 HEATING AND VENTILATING

A study of various types of heating and ventilating equipment and their application to comfort heating; the operation, service, and tests of actual equipment. 2-3-3*

AC 244 REFRIGERATION EQUIPMENT FOR AIR CONDITIONING SYSTEMS

(Prerequisite: AC 212, Commercial Refrigeration Systems) Installation, operation, balancing, and trouble-shooting refrigeration problems in air conditioning. 1-6-3*

*Lecture-Lab-Credit Hours

ART

(University Parallel)

These curricula in Art provide university parallel courses to meet the needs of students who are interested in preparation for advertising, editorial and television design and illustration, art education, art history, crafts, decorative and constructive design, fashion design, industrial and interior design, painting, photography, and other related areas.

FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER HOURS	CREDIT
PE	Physical Education	2	
SS 101-102*	Social Inst.; Political Inst.	6	
BY 101-102	General Biology	8	
or			
PS 101-BY 101 ..	Phy. Science; Gen. Biology	(6-8)	
EH 101-102	Freshman Communications	6	
AT 101	Design Fundamentals	3	
AT 109**	Advance Design	3	
AT 103-104	Figure Drawing; Perspective Drawing	6	
			32-34

SOPHOMORE YEAR

Advertising Majors

PE	Physical Education	2
MS 106	Math for General Education	3
HH 101	Personal and Community Hygiene	2
EH	Literature	3
AT 110-111	History and Appreciation of Art	4
AT 201-202	Techniques of Advertising & Industry	6
AT 108	Photography	2
AT 204	Illustration	3
Electives		9
		34

*PL 201 or HY 201 may be elected.

**Advertising Majors should take AT 102.

Architecture students should plan an individual program in the Art Department.

SOPHOMORE YEAR

Design Majors

COURSE	DESCRIPTION	SEMESTER HOURS	CREDIT
PE	Physical Education	2	
MS 106	Math for General Education	3	
HH 101	Personal and Community Hygiene	2	
EH	Literature	3	
AT 110-111	History and Appreciation of Art	4	
AT 105	Ceramics and Enameling	2	
AT 106	Ceramics	2	
AT 108	Basic Photography	2	
AT 203	Painting	2	
AT 204	Illustration	3	
AT 210	Interior Design	2	
Electives		5	
		32	

SOPHOMORE YEAR

Painting Majors

PE	Physical Education	2	
MS 106	Math for General Education	3	
HH 101	Personal and Community Hygiene	2	
EH	Literature	3	
AT 110-111	History and Appreciation of Art	4	
AT 203	Painting	2	
AT 204	Illustration	3	
AT 205	Painting Composition	2	
AT 108	Photography	2	
Electives		9	
		32	

ART FOR ADVERTISING AND INDUSTRY

(Specialized, Business, Technical, Professional Program)

FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER HOURS	CREDIT
AT 101-102	Design Fund.; Adv. Design	6	
AT 103-104	Figure Drawing; Perspective Drawing	6	
EH 101-102	Freshman Communications	6	
PE	Physical Education	2	
HH 101	Personal & Community Hygiene	2	
AT 108	Photography	2	
SS 101-102*	Social Inst.; Political Inst.	6	
**Electives		2	
			32

SOPHOMORE YEAR

AT 201-202	Techniques of Advertising & Industry	6	
AT 110-111	History & Appreciation of Art	4	
PE	Physical Education	2	
AT 203	Painting	2	
AT 204	Illustration	3	
PY 201	General Psychology	3	
***Electives		12	
			32

Art: AT 105 Ceramics and Enameling
 AT 106 Ceramics
 AT 107 Enameling
 AT 205 Painting and Composition
 AT 210 Interior Design

Business: BA 101 Accounting Principles
 BA 110 Applied Mathematics of Finance

Drafting: DG 206 Architectural Drafting I
 DG 207 Architectural Drafting II

Drama: SP 105 Fundamentals of Stagecraft

Engineering Graphics: EG 101 Engineering Graphics

Home Economics: HE 106 Elements of Clothing Construction
 HE 201 Clothing Construction
 HE 203 Costume Selecting

Journalism: JM 101 Writing for Mass Communications
 JM 102 Survey of Communications

*PL 201 or HY 201 may be elected.

**Suggested elective: BE 105, Typewriting, if student has not had 1 year in high school.

***Electives in major areas of individual programs.

ART

AT 101 DESIGN FUNDAMENTALS

The visual elements explored in two and three dimensional relationships. Individual problems may be related to the student's field of interest. 1-4-3*

AT 102 ADVERTISING DESIGN

(Prerequisite: AT 101) Lettering and layout form the basis for study of visual relationships. Knowledge of tools and procedures are stressed. Practice is accompanied by critical study of current standards and style. 1-4-3*

AT 103 FIGURE DRAWING

This basic course includes the study of gesture, contour, mass, and structure in the human figure. Emphasis is placed on accuracy of observation and coordination of hand and eye in the execution of drawings. 1-4-3*

AT 104 PERSPECTIVE DRAWING

This course introduces linear and aerial perspective. Composition is stressed. Drawing with simple instruments is introduced. A variety of media is used. 1-4-3*

AT 105 CERAMICS AND ENAMELING

This course introduces the basic methods of ceramic production in hand building, wheel throwing and glaze application. A unit in enameling introduces the principles of applying vitreous enamels to metals. 0-4-2*

AT 106 CERAMICS

(Prerequisite: AT 105) A continuation of the ceramics unit introduced in AT 105. Basic experimentation is introduced in the making of clay bodies and glazes. Kiln stacking and firing are required. 0-4-2*

AT 107 ENAMELING

This course continues the enameling unit introduced in AT 105. Study includes analysis of historic examples and modern practices. Knowledge and skill are developed in the forming of metal and in the standard enameling techniques. Emphasis is upon quality as individual expressive art in the production of trays, bowls, jewelry and wall plaques. 0-4-2*

AT 108 BASIC PHOTOGRAPHY

This basic course includes the study of light, lenses, types of cameras, photographic materials and darkroom procedures. Students apply theory and technique to the making of photographic prints which have artistic merit. 0-4-2*

AT 109 ADVANCED DESIGN

(Prerequisite: AT 101 Design Fundamentals) Further exploration

*Lecture-Lab-Credit Hours

tion of the visual elements with emphasis on the third dimension. Appropriate materials will be used. Individual problems will be related to the student's field of interest. 1-4-3*

AT 110 HISTORY AND APPRECIATION OF ART

The periods studied are Modern Arts from 1800, including architecture, advertising, crafts, industrial design, photography and sculpture, and the Islamic, Asian, Oriental, and Indian art from prehistoric time to the present. 2-0-2*

AT 111 HISTORY AND APPRECIATION OF ART

The periods studied include European arts from pre-historic times through the 18th Century, and the Americas, including architecture, painting, sculpture, and the minor arts. 2-0-2*

AT 112 ARTS AND CRAFTS

A survey of the fields of arts and crafts as it pertains to recreational activities. This course is concerned with the application of inexpensive materials and articles—with emphasis on how to develop ingenuity, creativity, and taste of the student. 1-4-3*

AT 201 TECHNIQUES OF ADVERTISING AND INDUSTRY

(Prerequisite: AT 102 Advertising Design) Commercial art material for reproduction is a major concern. Production procedures are carried out from roughs to finished art. Field trips will be taken to different working areas of the advertising art industry where the techniques and procedures of graphic reproduction will be studied. 1-4-3*

AT 202 TECHNIQUES OF ADVERTISING AND INDUSTRY

(Prerequisite: AT 201) Visualization and presentation of layout and design is carried out in presentation art. Emphasis will be on design of a company's advertising program. Speed and proficiency are goals and the student's production becomes the basis for his portfolio. 1-4-3*

AT 203 PAINTING

(Prerequisite: 100 level lab course in Art) This course explores the fundamental techniques of painting in water color and oil. A sensitive understanding of expression through composition is sought. Sound technical procedures are emphasized. 0-4-2*

AT 204 ADVANCED DRAWING

(Prerequisite: AT 103 Figure and AT 104 Drawing Perspective) Continued study of the figure, perspective, and composition form the basis for creative procedures in a variety of graphic media. Research in current professional work and portfolio renderings aid the student to qualify for employment or advanced study. 1-4-2*

AT 205 PAINTING COMPOSITION

(Prerequisite: AT 203) This is a continuation of AT 203. The

*Lecture-Lab-Credit Hours

major concern is the exploration of composition as a solution of individual problems of expression through the study of styles in the past and present. Oil and water color are the major media.
0-4-2*

AT 210 INTERIOR DESIGN

The aim is to provide the skills, judgment, and imagination needed to create beautiful, functional, and individual homes and offices. Design, function, materials and furnishings are studied. This course is for the general student to develop personal competence, and to serve the art major as an introduction to professional decorating.
1-2-2*

*Lecture-Lab-Credit Hours

BIOLOGY

BY 101 GENERAL BIOLOGY

The first term of General Biology includes the study of the characteristics, behavior, and composition of living things, the development of the plant kingdom, and introductory work in genetics. 3-2-4*

BY 102 GENERAL BIOLOGY

(Prerequisite: BY 101 General Biology) The second term of General Biology considers the development of the animal kingdom culminating with man. 3-2-4*

BY 151 ANATOMY AND PHYSIOLOGY

An introductory course in the structure and functions of the human body. The organization of the body, characteristics of living matter, and cell activities are studied as well as the skeletal, muscular, and nervous systems. 2-2-3*

BY 152 ANATOMY AND PHYSIOLOGY

(Prerequisite: BY 151 Anatomy and Physiology) This course is a continuation of BY 151. The circulatory, respiratory, digestive, excretory, and reproductive systems of the body are studied. The anatomy and physiology of the special senses and endocrine systems are included. 2-2-3*

BY 156 MICROBIOLOGY

A study of the characteristics and importance of microorganisms with emphasis on identification, control, relationship to health and disease and economic importance. 2-2-3*

BY 201 COMPARATIVE VERTEBRATE ANATOMY

(Prerequisite: A grade of "C" or better in BY 102 General Biology) The laboratory includes examination of the Protochordates and dissection of the lamprey and dogfish shark. The lectures discuss the origins, classification, and certain organ systems of the Chordates. 2-4-3*

BY 202 COMPARATIVE VERTEBRATE ANATOMY

(Prerequisite: BY 201 Comparative Vertebrate Anatomy) This is a continuation of BY 201. The work in the laboratory includes Necturus and the cat. The lectures deal with the higher vertebrates and the systems not treated in BY 201. In addition, some early embryology is included. 2-4-3*

BY 203 GENETICS

(Prerequisite: BY 101, General Biology) This is a study of the effects of heredity units in interplay with the environment on the development and function of organisms, with emphasis on human inheritance and modern biochemical genetics. This course is of importance to prospective teachers, social workers, medical students, and majors in biology. 3-0-3*

*Lecture-Lab-Credit Hours

BY 205 EXPERIMENTS IN GENETICS

(Co-requisite or Prerequisite: BY 203 and permission of instructor)
The work consists of experimental determination of various genetic ratios mainly by the culture and breeding of fruit flies. 0-2-1*

BY 211 BOTANY

(Prerequisite: BY 101 General Biology) The origin, form, structure, growth, reproduction, and physiology of plants and their various organs are included in this course. 3-3-4*

BY 221 HORTICULTURE

This is a basic course to train the student in the fundamentals of horticulture. The relationship of plant growth to nutrition and environment is emphasized. A study is made of the propagation, training, and pruning of plants. 3-0-3*

BY 251 MEDICAL LABORATORY PROCEDURES

This course includes routine testing of urine, blood counting, blood and urine chemistries and techniques, blood typing, cross-matching, and other procedures that may be required by the physician. A college course in chemistry is recommended but not essential. 1-4-3*

BY 254 INTERNSHIP

During the fourth term in the sophomore year, actual work experience in offices of local doctors is arranged for those students who have shown sufficient aptitude in the Medical Assistant's program. 0-5-3*

BY 255 MEDICAL TERMINOLOGY

(Prerequisite: BY 151 Anatomy and Physiology or consent of the instructor) The objective of this course is to familiarize the students with the prefixes, suffixes, and principles for making compound medical words, as well as the spelling and definition of words most commonly used in medical practice. 3-0-3*

BY 256 ADVANCED MEDICAL TERMINOLOGY

(Prerequisite: BY 255 Medical Terminology) This course is designed to acquaint the student with medical terminology used in various specialized areas of medicine such as surgery, general medicine, orthopedics, urology or ophthalmology. 2-0-2*

BUSINESS
ACCOUNTING
(University Parallel)
FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT
BA 100	Introduction to Business	3
BA 101-102	Principles of Accounting	6
BE 105**	Typewriting	2
DP 101	Unit Record Equipment	3
EH 101-102	Freshman Communications	6
MS 111	College Algebra	3
PE	Physical Education	2
SS 101-102*	Social Inst.; Political Inst.	6
		31

SOPHOMORE YEAR

AT 110	History and Appreciation of Art	2
or		
MC 110	Music Appreciation .. (2)	
BA 204-205	Principles of Economics	6
DP 102	Basic Computer Theory	3
DP 103	The Accounting Machine	3
DP 203	Data Processing Applications	3
EH	Literature	3
HH 101	Personal and Community Hygiene	2
MS 208	Elementary Statistics	3
PE	Physical Education	2
	Natural Science	7-8
		34-35

*PL 201 or HY 201 may be substituted for SS 102.

**If the student has had typewriting in high school or can pass the qualifying test satisfactorily, he may be exempt from BE 105.

BUSINESS ADMINISTRATION

(University Parallel)

FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT
BA 100	Introduction to Business	3
BE 100	Office Machines	2
DP 102	Basic Computer Theory	3
EH 101-102	Freshman Communications	6
HH 101	Personal & Community Hygiene	2
MS 111	College Algebra	3
PE	Physical Education	2
	Natural Sciences	7-8
SS 101-102*	Social Inst.; Political Inst.	6
		34-35

SOPHOMORE YEAR

AT 110	History and Appreciation of Art	2
or		
MC 110	Music Appreciation	(2)
BA 101-102	Principles of Accounting	6
BA 204-205	Principles of Economics	6
BE 105**	Typewriting	2
BE 200	Business Communications	3
EH	Literature	3
MS 208	Elementary Statistics	3
PE	Physical Education	2
Electives†		5
		32

*PL 201 or HY 201 may be substituted for SS 102.

**Every student is expected to have a useable skill in typewriting.

If the student has had typewriting in high school or can pass the qualifying test satisfactorily, he may be exempt from BE 105.

†BA 110, BA 207-208, BA 212, BA 214, SP 101, LC 101, or PY 101.

Students transferring to Florida Atlantic University are expected to complete BA 207.

GENERAL BUSINESS

(Specialized, Business, Technical, Professional Program)

This is a two-year terminal course for the student who wants two years of intensified college work in business with a minimum of general education. The Associate in Science degree is awarded upon the successful completion of the course.

FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER	HOURS	CREDIT
BA 100	Introduction to Business	3		
BA 101-102	Principles of Accounting	6		
BA 110	Applied Mathematics of Finance	3		
BE 100	Office Machines	2		
BE 105†	Typewriting	2		
EH 101-102	Freshman Communications	6		
HH 101	Personal & Community Hygiene	2		
PE	Physical Education	2		
SS 101-102*	Social Inst.; Political Inst.	6		
				32

SOPHOMORE YEAR

BA 204-205	Principles of Economics	6		
BA 207-208	Business Law	6		
BA 212	Principles of Marketing	3		
BA 214	Principles of Salesmanship	3		
BE 200	Business Communications	3		
PE	Physical Education	2		
Electives**		9		
				32

*PL 201 or HY 201 may be substituted for SS 102.

**Suggested elective courses: PY 201, SP 101, LC 101, BE 106, AT 110, MC 110.

†If the student has had typewriting in high school or can pass the qualifying test satisfactorily, he may be exempt from BE 105.

EXECUTIVE SECRETARIAL

(Specialized, Business, Technical, Professional Program)

This is an executive secretarial course, training the student to do top-level secretarial work with a minimum stenographic skill of 120 words a minute in shorthand, 65 words a minute in typewriting, and 40 words a minute in transcribing.

FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER	HOURS	CREDIT
BA 100	Introduction to Business	3		
BA 101-102	Principles of Accounting	6		
BE 100	Office Machines	2		
BE 103-104*	Shorthand	6		
BE 105-106*	Typewriting	4		
EH 101-102	Freshman Communications	6		
PE	Physical Education	2		
SS 101-102**	Social Inst.; Political Inst.	6		
				—
				35

SOPHOMORE YEAR

BA 110	Applied Mathematics of Finance	3		
BA 204	Principles of Economics	3		
BA 207-208	Business Law	6		
BE 101	Office Practice	3		
BE 200	Business Communications	3		
BE 201	Advanced Shorthand Dictation	3		
BE 202	Advanced Transcription	3		
BE 205	Advanced Typewriting	2		
HH 101	Personal & Community Hygiene	2		
PE	Physical Education	2		
PY 201	General Psychology	3		
				—
				33

*The beginning courses in shorthand and typewriting may be waived if the student has acquired the necessary skill in high school. This would leave room for electives.
Suggested elective courses: BE 203, HE 203, and SP 101.

**PL 201 or HY 201 may be substituted for SS 102.

CLERICAL PRACTICE

(Specialized, Business, Technical, Professional Program)

The purpose of this curriculum is to prepare the student for employment as clerk-typist. The curriculum leads to the Associate in Science degree.

FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER HOURS	CREDIT
BA 100	Introduction to Business	3	
BE 105-106*	Typewriting	4	
EH 101-102	Freshman Communications	6	
PE	Physical Education	2	
SS 101-102**	Social Inst.; Political Inst.	6	
Electives		11	
			—
			32

SOPHOMORE YEAR

BA 101	Principles of Accounting	3	
BA 110	Mathematics of Finance	3	
BE 100	Office Machines	2	
BE 101	Office Practice	3	
BE 205	Typewriting	2	
BE 200	Business Communications	3	
HH 101	Personal & Community Hygiene ..	2	
PE	Physical Education	2	
Electives		12	
			—
			32

*If the student has had typewriting in high school, or can pass the qualifying test satisfactorily, he may be exempt from BE 105.

**PL 201 or HY 201 may be substituted for SS 102.

ONE-YEAR STENOGRAPHIC

(Junior Stenographer)

This curriculum is a one-year terminal course. It is intended to train the student to do stenographic or clerical work at the junior level, with a minimum of 40 words a minute in typewriting, 80 words a minute in shorthand, and 25 words a minute in transcription.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT
BA 100	Introduction to Business	3
BA 101	Principles of Accounting	3
BA 110	Applied Mathematics of Finance	3
BE 100	Office Machines	2
BE 101	Office Practice	3
BE 103-104*	Shorthand	6
BE 105-106*	Typewriting	4
BE 200	Business Communications	3
EH 101	Freshman Communications	3
SP 101	Fundamentals of Speech	3
		33

*The beginning course in shorthand and typewriting may be waived if the student has acquired the necessary skill in high school. This would leave room for electives.
Suggested electives: BA 102, BE 201-202, BE 203, or SS 102.

BUSINESS

Business Administration

BA 100 INTRODUCTION TO BUSINESS

The objectives of this course are three-fold: (1) to give the student beginning his education for business the opportunity to learn what business is about, and to see it in its entirety before studying each of its parts intensively, (2) to help the student acquire a technical vocabulary which will prove of inestimable value in later courses and reading business periodicals, and (3) to help the student acquire a better understanding of the capitalistic system and its workings. 3-0-3*

BA 101 PRINCIPLES OF ACCOUNTING

This is a basic study of accounting and business practice. It includes the study of business papers and recording procedure, the use of journals, controlling accounts, and general and subsidiary ledgers. It stresses the adjustments at the close of the fiscal period, the form and preparation of financial statements, and provides an introduction of valuation accounts. A single proprietorship set of books is kept as a part of the course. 3-0-3*

BA 102 PRINCIPLES OF ACCOUNTING

(Prerequisite: BA 101 Accounting Principles or equivalent) This is a continuation of BA 101 Accounting Principles. It is a study of accounting procedures as applied to the partnerships and the corporation. Topics considered include taxation, formation and dissolution of partnerships, organization of the corporation, departmental and manufacturing accounting, and the interpretation of financial statements. A partnership and corporation set of books is used. 3-0-3*

BA 110 APPLIED MATHEMATICS OF FINANCE

This course includes information and practice in practical business situations involving: simple interest and bank discount, logarithms, arithmetic progressions and short-term installment buying, geometric progressions and compound interest, annuities and application, equations, and introduction to business statistics. 3-0-3*

BA 201 INTERMEDIATE ACCOUNTING

(Prerequisite: BA 102 Accounting Principles or equivalent) This course offers a detailed study of accounting records and end-of-period procedures, especially as applied to the manufacturing business. It stresses theory and the use of alternate acceptable procedures both in recording and in the preparation of statements. The organization of the corporation, its characteristic accounts, and the

*Lecture-Lab-Credit Hours

recording of transactions peculiar to the corporation are studied in detail. 3-0-3*

BA 202 INTERMEDIATE ACCOUNTING

(Prerequisite: BA 201 Intermediate Accounting) This course is a continuation of BA 201 and furnishes a detailed study of the assets of the corporation and methods of evaluation. Other topics studied and discussed at length are: accounting for liabilities, the handling of reserves, determination of net income, comparative study of statements, and the application of funds. Experience is provided for the student through a series of problems rather than a practice set. 3-0-3*

BA 203 COST ACCOUNTING

(Prerequisite: BA 102 Accounting Principles or equivalent) This course is a study of the most common cost systems with emphasis on costs for materials, labor, overhead, standard costs, and cost relationships. 3-0-3*

BA 204 PRINCIPLES OF ECONOMICS

This course deals with the nature and scope of economics and aims to provide an understanding of the basic concept of economics, the several forms of American business, and the determination and importance of national income. It includes topics such as problems of the consumer, saving and investment, business cycles, inflation, labor organizations, and money and banking. 3-0-3*

BA 205 PRINCIPLES OF ECONOMICS

(Prerequisite: BA 204 Principles of Economics) This course is a continuation of BA 204 into the areas of production and distribution. Topics considered include: the nature of production, determining production costs, price determination, each factor of production and its share in the income, and problems of monopoly. An attempt is made throughout to relate the principles of economics to the problems of the American economy, and to show the effect of the economic factors upon policy formation. The course also includes a brief discussion of alternate economic systems. 3-0-3*

BA 207 BUSINESS LAW

This is a general introduction to law which includes a discussion of the following: courts and legal procedures, law and society, definitions, classifications, and systems of law based on the supreme law of the land. A brief review of the tribunals for administering justice and discussion of actions will be given. Topics on contracts, principal and agent, employer and employee, negotiable instruments, principal and surety, and insurer and insured will be studied. 3-0-3*

*Lecture-Lab-Credit Hours

BA 208 BUSINESS LAW

(Prerequisite: BA 207 Business Law) This course is a continuation of BA 207, and includes a study of the following: bailor and bailee, carriers, vendor and vendee, relation of partnerships, corporation and stockholders, landlord and tenant, torts, business crimes, and bankruptcy and creditors. 3-0-3*

BA 210 PRINCIPLES OF MANAGEMENT

A basic study of the principles of management, planning, organizing, actuating, and controlling is given in this course. It stresses the broad and important concept of management as a separate entity, the principles and practices which are applicable to many varied activities such as production, personnel, marketing, finance, government, education, agriculture, and the armed forces. 3-0-3*

BA 212 PRINCIPLES OF MARKETING

This course presents a broad picture of the structure and functions of marketing. A rather detailed treatment is given to the retailing of consumers' goods; and the marketing of industrial goods; marketing research, policies and practices; and marketing activities of the government. 3-0-3*

BA 214 SALESMANSHIP

This course is a study and analysis of the fundamental concepts of selling, and the role of the salesman in today's economy. Current techniques, as well as vital principles of selling, are taught through the use of an up-to-date text. Opinions of sales executives, excerpts from jobs' manuals, and illustrations from company training materials are emphasized in the course. 3-0-3*

BUSINESS EDUCATION

BE 100 OFFICE MACHINES

This course is designed to familiarize the student with the operation of the various office machines currently used in business. The student, through regular practice of correct technique, learns the basic skills and develops a high degree of speed on the rotary calculators, printing calculators, key-driven calculators, dictating, ten-key adding, full-key adding, and the various accounting machines found in the business field today. 1-2-2*

BE 101 OFFICE PRACTICE

(Prerequisite: BE 105 Typewriting or equivalent) This course includes secretarial practice in general office procedure with filing, duplicating, machine transcription, handling of mail, receptionist and telephone techniques, meetings and conferences, automatic typewriter and addressograph machine operator. 3-0-3*

*Lecture-Lab-Credit Hours

BE 103 SHORTHAND

(Co-requisite: BE 105 Typewriting, or BE 106 Typewriting) All basic principles of the Gregg Shorthand system are studied. It is open to students without previous instruction in shorthand or with inadequate preparation for BE 104. A dictation skill of 50 to 70 words a minute is developed. 4-0-3*

BE 104 DICTATION AND TRANSCRIPTION

(Prerequisite: BE 105 Typewriting or equivalent) The course is a continuation of BE 103 Shorthand. A dictation skill of 80 to 100 words a minute is developed on new-matter dictation, and transcription skill of at least 30 words a minute is attained. 5-0-3*

BE 105 TYPEWRITING

This course is for students with no previous training in typewriting or for those whose performance is inadequate for the more advanced courses. 1-3-2*

BE 106 TYPEWRITING

(Prerequisite: BE 105 Typewriting or equivalent) This course is a continuation of BE 105 Typewriting and offers a review of the basic skills. Emphasis is placed on production standards required in letter writing, manuscript, tabulation and business forms. 1-3-2*

BE 200 BUSINESS COMMUNICATIONS

(Prerequisites: EH 101 Freshman Communications, and BE 105 Typewriting or equivalent) The purpose of this course is to study correspondence of the business office—letterheads, stationery, and styles of letter writing. Much time will be spent in composing various kinds of business letters and business reports. An office correspondence manual will be compiled by the student as a reference guide to better correspondence. 3-0-3*

BE 201 ADVANCED SHORTHAND DICTATION

(Prerequisite: BE 106 Typewriting or equivalent; is open only to students enrolled concurrently in BE 202 Advanced Transcription.) The course includes the general instruction offered for stenographic work. Through the use of high-speed Gregg dictation tapes, a shorthand writing speed of 120 words a minute is developed. 3-0-3*

BE 202 ADVANCED TRANSCRIPTION

(Prerequisite: BE 106 Typewriting, or equivalent; is open only to students enrolled concurrently in BE 201 Advanced Shorthand Dictation.) The course consists of daily transcription of business letters dictated in BE 201 class from 80 to 120 words a minute. A transcription rate of 40 words or more a minute is developed. 3-0-3*

*Lecture-Lab-Credit Hours

BE 203 LEGAL DICTATION AND TRANSCRIPTION

(Prerequisites: BE 201 Advanced Shorthand; BE 202 Advanced Transcription) High-speed dictation practice is given utilizing high-speed shorthand short cuts applicable to legal stenography. Emphasis is on legal terminology, dictation and transcription of legal papers, and the preparation of income tax forms. 3-0-3*

BE 204 MEDICAL TRANSCRIPTION

(Prerequisite: Biology 255 Medical Terminology and BE 106 Typewriting or equivalent) Sufficient practice on transcribing machines from medical dictation of letters, medical reports, and medical case histories is provided to develop a usable skill in this phase of the medical assistant's work. 1-2-2*

BE 205 ADVANCED TYPEWRITING

(Prerequisite: BE 106 Typewriting) Improvement of production ability in all typing is stressed and there is a thorough review of problems in typing office forms, tabulated reports and legal documents, with recurring special improvement practice to maintain and improve all typing skill. Speed-up procedures will be used in the development of maximum typewriting skill. 1-3-2*

*Lecture-Lab-Credit Hours

CHEMISTRY

CY 100 INTRODUCTION TO CHEMISTRY

An introduction to the principles of modern chemistry, designed for students who are not prepared to take CY 101. This course may not be used to satisfy the eight (8) credits of general chemistry required of Engineering and Science majors. 3-0-3*

CY 101 GENERAL COLLEGE CHEMISTRY

(Prerequisite: 1 unit of high school chemistry or a grade of "C" or better in CY 100, and 3 units of high school mathematics or a co-requisite of MS 107 or higher) A thorough study of the fundamentals, theories, laws, and principles of general college chemistry. 3-3-4*

CY 102 GENERAL COLLEGE CHEMISTRY AND QUALITATIVE ANALYSIS

(Prerequisite: CY 101, General College Chemistry, or equivalent) This is a continuation of CY 101. The laboratory is Qualitative Analysis. 3-3-4*

CY 105 INTRODUCTION TO CHEMISTRY

Same as CY 100 with laboratory. 3-2-4*

CY 202 QUANTITATIVE ANALYSIS

(Prerequisite: CY 102 General College Chemistry or equivalent) The theory and practice of exact inorganic chemistry analysis, both gravimetric and volumetric are dealt with in this course. 2-6-4*

CY 211 ORGANIC CHEMISTRY

(Prerequisite: CY 102 General College Chemistry or equivalent) The basic concepts, nomenclature, synthesis, important reactions, characteristics, and uses of the common aliphatic hydrocarbons and their derivatives are studied. 3-4-4*

CY 212 ORGANIC CHEMISTRY

(Prerequisite: CY 211 Organic Chemistry) This course is a completion of CY 211, including the aromatic series. 3-4-4*

*Lecture-Lab-Credit Hours

DATA PROCESSING

(Specialized, Business, Technical, Professional Program)

FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER HOURS	CREDIT
BA 101-102	Accounting Principles	6	
BA 204	Principles of Economics	3	
DP 101	Unit Record Equipment	3	
DP 102	Basic Computer Theory	3	
DP 103	Accounting Machine	3	
EH 101-102	Freshman Communications	6	
MS 106	Mathematics for General Education	3	
MS 107	Basic Algebra	3	
or			
MS 111	College Algebra	(3)	
PE	Physical Education	2	
		32	

SOPHOMORE YEAR

BA 203	Cost Accounting	3	
HH 101	Personal & Community Hygiene	2	
MS 208	Elementary Statistics	3	
DP 202-204	Computer Program I & II	8	
DP 203	Data Processing Application	3	
DP 206	Systems Development	4	
DP 208	Field Study	3	
PE	Physical Education	2	
SS 101-102*	Social Inst.; Political Inst.	6	
		34	

*PL 201 or HY 201 may be substituted for SS 102.

DATA PROCESSING

DP 101 UNIT RECORD EQUIPMENT

A course designed to provide instruction in the use of punched card equipment. It provides for practice in the use of equipment, panel wiring of various IBM machines, and an understanding of the use of data processing in business. 2-2-3*

DP 102 BASIC COMPUTER THEORY

This is an introductory course in principles of the computer. It covers number theory, computer organization, and machine language programming. One major objective is to enable the student to program and operate a digital computer in the machine language. 3-0-3*

DP 103 THE ACCOUNTING MACHINE

(Prerequisite: DP 101†) This is a continuation of DP 101 with emphasis on the Accounting Machine. 2-2-3*

DP 202 COMPUTER PROGRAMMING I

(Prerequisite: DP 102†) The emphasis in this course will be on symbolic programming and Fortran.

DP 203 DATA PROCESSING APPLICATIONS

(Prerequisite: DP 103†) A course which utilizes both data processing equipment and computers as applied to business practice. Typical procedures are planned and executed such as payrolls, inventory control, etc. 2-2-3*

DP 204 COMPUTER PROGRAMMING II

(Prerequisite: DP 202†) A continuation of DP 202. The major emphasis is on cobal, report generator, macros, linkages, and sub-routines.

DP 206 COMPUTER PROGRAMMING III

(Prerequisite: DP 204†) A continuation of DP 204. The emphasis will be on precepts of programming, using tapes, direct access devices, monitors, sort-mergers, and date scheduling systems. 3-2-4*

DP 208 FIELD STUDY

(Prerequisite: DP 204†) A course which gives the student an opportunity for individual work and assignments. Individual assignments are carried out in a carefully selected local installation or the student is given a typical business application for detailed analysis. 1-4-3*

*Lecture-Lab-Credit Hours

†Consent of department chairman

DENTAL HYGIENE

(Specialized, Business, Technical, Professional Program)

The program in Dental Hygiene is a two-year course of study leading to an Associate of Science Degree. This program is fully accredited by the Council on Dental Education of the American Dental Association and is approved by the Florida State Board of Dental Examiners.

FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER	HOURS		CREDIT
		Fall Term	Winter Term	Spring Term	
CY 105	Introduction to Chemistry	4			
DS 101	Anatomy and Physiology	4			
DS 102	Dental Anatomy	4			
DS 106	Oral Hygiene	1			
DS 110-111-205 ..	Clinical Dent. Hygiene I; II; III...	3	3		2
PE	Physical Education	1	1		
EH 101	Freshman Communications		3		
HH 101	Personal and Comm. Hygiene		2		
BY 156	Microbiology		3		
SS 101	Social Institutions		3		
DS 103	General & Oral Histology		2		
DS 105	Pharmacology		1		
HH 103	First Aid				1
DS 104	Dental Radiology				2
		17	18		5

SOPHOMORE YEAR

HE 103	Nutrition	2			
EH 102	Freshman Communications	3			
PY 201	General Psychology	3			
DS 202	General & Oral Pathology	2			
DS 207	Dental Health Education	2			
DS 210-215-220 ..	Clinical Dent. Hyg. IV; V; VI	3	3		2
PE	Physical Education	1	1		
SS 102	Political Institutions		3		
SP 101	Fundamentals of Speech		3		
DS 203	Public Health Dentistry		1		
DS 204	Preventive Dentistry		1		
DS 206	Practice Administration		1		
DS 208	Clinical Observation		2		
		16	15		2

DENTAL HYGIENE

DS 101 ANATOMY AND PHYSIOLOGY

This course was designed for dental hygiene students and presents the fundamentals of gross anatomy and physiology with emphasis on the head and neck. 3-2-4*

DS 102 DENTAL ANATOMY

The study of the structure, morphology, and function of the primary and permanent dentitions. Laboratory procedures include the identification and the reproduction of tooth forms by drawing and carving representative teeth. 2-4-4*

DS 103 GENERAL AND ORAL HISTOLOGY

This course offers a detailed study of the minute structure of the tissues of the body with particular reference to the teeth and supporting tissues. These lectures will cover the morphology of different tissues, early embryonic development, and histologic features of the structures of the oral cavity with emphasis on those areas of particular interest to the dental hygienist. 1-2-2*

DS 104 DENTAL RADIOLOGY

This course is designed to acquaint the student with the nature, physical behavior, biological effects, methods of control, safety precautions and the techniques for exposing, processing, and mounting x-rays. Laboratory procedures will include the application of these techniques in clinical practice. 1-2-3*

DS 105 PHARMACOLOGY

The objective of this course is to familiarize dental hygiene students with the basic aspects relating to the physical and chemical properties, dosage, methods of administration, and therapeutic use of pharmaceutical preparations used in dentistry. 1-0-1*

DS 106 ORAL HYGIENE

The objective of this course is to acquaint the student with the duties of the dental hygienist in oral hygiene care. This course emphasizes the preventive procedures which can be used to decrease the incidence of oral disease. It includes a study of toothbrush techniques, dentifrices, mouth washes, applied oral hygiene techniques for patients with special needs, and organic and inorganic stains and secretions on the teeth. 1-0-1*

DS 110 CLINICAL DENTAL HYGIENE I

The objective of this course is to instruct the student in the techniques of instrumentation and polishing of teeth on the dental manikin. Every student must master the operative techniques of the dental prophylaxis before she is admitted to clinical practice.

*Lecture-Lab-Credit Hours

This course will also include sterilization techniques, fluoride application procedures, dental charting, instrument sharpening, and general clinic procedures. During the latter part of this course, students will be permitted to give dental prophylaxes to patients in the dental clinic. 1-4-3*

DS 111 CLINICAL DENTAL HYGIENE II

(Prerequisite: a grade "C" or above in DS 110) Students will be required to complete a specific number of dental prophylaxes for adults and children in the clinic under the supervision of the clinical supervisor and staff. This course will also include practical experience in dental radiology. 0-9-3*

DS 202 GENERAL AND ORAL PATHOLOGY

This course is an introduction to general pathology with consideration of the more common diseases affecting the human body. Particular emphasis is given to the study of pathological conditions of the mouth, teeth and their supporting structures, and the relation of these conditions to systemic disturbances. 2-0-2*

DS 203 PUBLIC HEALTH DENTISTRY

The objective of this course is to acquaint the dental hygienist with the philosophy, organization, and practices of public health dentistry and the dental hygienist's role in the public health field. The course will include a survey of public health procedures in industry, schools, dental offices, and public health programs. 1-0-1*

DS 204 PREVENTIVE DENTISTRY

The objective of this course is to present a comprehensive survey of the scientific techniques and educational procedures of preventive dentistry as they relate to the dental specialties. In addition, this course will summarize and correlate the various aspects of preventive dentistry that have been presented in the dental hygiene curriculum. 1-0-1*

DS 205 CLINICAL DENTAL HYGIENE III

This course is a continuation of Clinical Dental Hygiene II. 0-6-2*

DS 206 PRACTICE ADMINISTRATION

This course is concerned with the principles of dental ethics and economics as it relates to the dental hygienist. The course will also include a study of jurisprudence, dental and dental hygiene history, and office procedures. 1-0-1*

DS 207 DENTAL HEALTH EDUCATION

This is a series of lectures to familiarize the dental hygienist with

the methods and materials used in dental health education. Each student will be required to design lesson plans and appropriate visual aids to be used in dental health education for school children, adult groups, and office patients. 1-2-2*

DS 208 CLINICAL OBSERVATIONS

This course will include a series of clinical lecture-demonstrations in the fields of: restorative dentistry, periodontia, oral diagnoses, orthodontia, pedodontia, oral surgery, anesthesia, endodontics, and dental materials. These observations are for the purpose of giving the student a better understanding of the various specialized fields of dentistry and their relation to dental hygiene. 1-3-2*

DS 210 CLINICAL DENTAL HYGIENE IV

This course is a continuation of Clinical Dental Hygiene III. 0-9-3*

DS 215 CLINICAL DENTAL HYGIENE V

This course is a continuation of Clinical Dental Hygiene IV. 0-9-3*

DS 220 CLINICAL DENTAL HYGIENE VI

This course is a continuation of Clinical Dental Hygiene V. 0-6-2*

DRAFTING AND DESIGN TECHNOLOGY

(Specialized, Business, Technical, Professional Program)

The Drafting and Design Technology curriculum prepares the student for employment in the field of technical graphical representation. The classroom training provides a sound foundation in the basics of drafting practice and in the sophomore year presents drafting techniques in such design areas as are in the responsibility of the draftsman.

Option is provided in the sophomore year for choice of two of the three areas: Machine Drafting, Architectural Drafting, and Civil Drafting. The associated courses in Mathematics, Physics, and materials provide instruction vital to today's technical employee.

FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT
DG 112	Advanced Drafting	3
EG 101-102	Engineering Graphics I; II	6
EG 110	Engineering Problems & Orientation	1
EH 101-102	Freshman Communications	6
HH 101	Personal & Community Hygiene	2
ML 121	Manufacturing Processes	3
MS 111-121*** ..	College Algebra; Trigonometry	6
PE	Physical Education	2
SS 101-102*	Social Inst.; Political Inst.	6
		35

SOPHOMORE YEAR

AT 104	Perspective Drawing	3
ML 210	Industrial Relationships	3
ML 221	Properties and Testing of Materials	3
PE	Physical Education	2
PH 201-202	General Physics	8
PY 201	General Psychology	3
DG Electives**		10
		32

*PL 201 or HY 201 may be substituted for SS 102.

**DG 204-205, DG 206-207, or DG 208-209 must be elected.

***MS 102-104 may be taken by students not qualified for MS 111-121.

DRAFTING

DG 112 ADVANCE DRAFTING

(Prerequisite: EG 101 Engineering Graphics I) Provision is made in this course for coverage of assembly and detail drawings, development of intersections and surfaces, charts, vectors and graphs. 1-5-3*

DG 204 MACHINE DRAFTING I

(Prerequisite: DG 112 Advanced Drafting or consent of the instructor) A study of source materials, drawing room standards, and procedures is covered. Emphasis is placed on design principles and methods. 1-3-2*

DG 205 MACHINE DRAFTING II

(Co-requisite or prerequisite: DG 204 Machine Drafting I) This course deals with design problems of a practical nature based on information covered in DG 204. 1-5-3*

DG 206 ARCHITECTURAL DRAFTING I

A study of materials used in construction is made, also the design of footings, foundations, floors, walls, roofs and openings in masonry and wood structures. 1-5-3*

DG 207 ARCHITECTURAL DRAFTING II

(Co-requisite or prerequisite: DG 206 Architectural Drafting I) Application of principles studied in DG 206 is made through problems of design. 1-3-2*

DG 208 CIVIL DRAFTING I

(Prerequisite: EG 102) Mapping of routes and rights of way, profiles and topographical mapping, land planning, estimating and general surveying are covered in this course. 1-5-3*

DG 209 CIVIL DRAFTING II

(Co-requisite or prerequisite: DG 208) This course is a continuation of DG 208. 1-3-2*

*Lecture-Lab-Credit Hours

EDUCATION

ELEMENTARY LEVEL

(University Parallel)

Academic advisement is required within the Social Science Department in order to satisfy the particular needs of individual students. Senior college choice may necessitate some changes, including a rearrangement of the program.

FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT
AT 110	History and Appreciation of Art	2
or		
MC 110	Music Appreciation..... (2)	
	Natural Sciences*	7-8
EH 101-102	Freshman Communications	6
EN 101	Introduction to Education	3
MS 106	Mathematics for General Education	3
PE	Physical Education	2
SP 101	Fundamentals of Speech	3
SS 101-102**	Social Inst.; Political Inst.	6
		32-33

SOPHOMORE YEAR

EH	Literature	6
GY 101	Elements of Geography & Conservation	3
HH 101	Personal & Community Hygiene	2
HY 101-102	Ancient & Medieval Civ.; Modern Civ.	6
PE	Physical Education	2
PY 201	General Psychology	3
PY 203	Child Growth and Development	3
Electives***		8-9
		33-34

*See Natural Science choices in General Education requirements.

**HY 201 or PL 201 may be substituted for SS 102.

***Suggested electives: Foreign Languages, LC 101, PY 202, and PY 204.

If the student is planning to attend either the University of Florida (Gainesville) or Florida State University (Tallahassee), he is encouraged to take PY 203, Child Growth and Development.

SECONDARY LEVEL

The student planning to teach at the secondary level in an academic area should seek counseling from the department of his major field. In consultation with his counselor, the student must make certain that his program will satisfy his needs for certification as well as meet the specific requirements of the senior college to which he will transfer to complete his degree program.

EN 101 INTRODUCTION TO EDUCATION

This course provides an introduction to the fundamental principles in education. It includes historical view, aims and methods of education, the curriculum, the pupil population, the educative process, and teaching as a profession. The philosophical bases of American public education are explored, with special emphasis and consideration given to the organization and operation of the public schools of Florida. 3-0-3*

*Lecture-Lab-Credit Hours

ELECTRONICS TECHNOLOGY

(Specialized, Business, Technical, Professional Program)

Skilled technicians are needed in increasing numbers to assist in the design, production, operation, and servicing of electrical and electronic systems and equipment. They may work in laboratories assisting professional engineers and scientists, or on the assembly line in testing and inspection, or apply their knowledge of science, mathematics, and electronics to practical problems of design and construction in research and development.

At Palm Beach Junior College students become familiar with the latest theory and practice in electrical and electronics circuitry, and become proficient in the use of industrial testing instruments. The result is to place the qualified graduate firmly in the technician category, between the skilled craftsman and the engineer, and provide a sound scientific foundation for further learning in the field.

FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER		CREDIT
		Fall Term	Winter Term	
EG 101	Engineering Graphics I	3		
EH 101-102	Freshman Communications	3	3	
EL 101-102	DC Circuits; AC Circuits	6	6	
HH 101	Personal & Community Hygiene		2	
MS 103*	Elementary Technical Math. I	3		
or				
MS 111	College Algebra	(3)		
MS 104	Elementary Technical Math. II		3	
or				
MS 121	College Trigonometry		(3)	
PE	Physical Education	1	1	
SS 101	Social Institutions		3	
		16	18	

SOPHOMORE YEAR

EL 201-202**	Advanced Electricity I & II	4	4	
EL 211-212*** ..	Electronics I; II	6	6	
PE	Physical Education	1	1	
EL 214***	Electronics Systems		3	
SS 102†	Political Institutions	3		
†*Electives		4	4	
		18	18	

*For students testing into Technical Mathematics.

**EL 203, 204 and 205 (offered in evening), a sequence equivalent to EL 201, 202.

***EL 215, 216, 217, 218 and 219 (offered in evening), a sequence equivalent to EL 211, 212 and 214.

†PL 201 or HY 201 may be elected.

†*PH 201 and 202, CY 101 and 102, or MS 204 and 205 must be elected.

EL 101 D. C. CIRCUITS

This course is a study of basic D.C. electrical circuits and circuit parameters, including Ohm's law, Kirchlof's law, Thevenin's theorem, Norton's theorem, Faraday's law, and Lenz's law. Series, parallel and wyedelta transformations are covered along with capacitance and energy storage, self-inductance, magnetic circuits and electromagnetism. D.C. electrical instruments and measurements are stressed in laboratory. 5-2-6*

EL 102 A. C. CIRCUITS

(Prerequisite: EL 101 D.C. Circuits) This course is a study of basic A. C. electrical circuits and circuit parameters, including the application of laws and theorems that were introduced in D.C. as they are applied to A.C. networks. Vector algebra and vector diagrams are emphasized along with resonance, mutual inductance and transformer action. Polyphase circuits and Fourier's analysis are included. A.C. electrical instruments and measurements are stressed in laboratory. 5-2-6*

EL 104 ESSENTIALS OF ELECTRICITY

This course covers basic circuit theory, electrical and electronic control systems, electric motor circuits, servo-mechanisms which apply to the air conditioning industry; along with instruction in the use, care, and maintenance of electrical test equipment. It is designed for the student in air conditioning technology. 3-3-4*

EL 201 ADVANCED ELECTRICITY I

(Prerequisite: EL 102 A.C. Circuits) This is the first of a two semester course covering electrical mathematics, energy, and machinery. Analytic geometry, differentiation and the integration as applicable to electrical problems are studied. This mathematics is applied to conversion of energy into and out of electrical energy and the associated devices are examined. Also included is a study of D.C. and A.C. machinery with emphasis on graphical and numerical analysis methods. 3-2-4*

EL 202 ADVANCED ELECTRICITY II

(Prerequisite: EL 201 Advanced Electricity I) This is a continuation of EL 201. 3-2-4*

EL 203 D.C. MACHINES I

(Prerequisite: EL 101, D.C. Circuits) A study of electrical machines as circuit elements for explanation and their behavior under recognized standard tests in the laboratory. The course includes the study of theory, operation, control, and instrumentation of D.C. machinery and control. 2-2-3* Not open to students who are enrolled or have completed EL 201 and 202.

EL 204 A.C. MACHINES I

(Prerequisite: EL 102, A.C. Circuits) A study of electrical machines as circuit elements for explanation and their behavior under recognized standard tests in the laboratory. The course includes the study of theory, operation, control, and instrumentation of A.C. machinery and control. 2-2-3* Not open to students who are enrolled or have completed EL 201 and 202.

EL 205 SERVO-MECHANISMS AND INSTRUMENTATION

(Prerequisite: EL 102) A study of self-connecting systems for D.C., A.C., and electronic systems under recognized standard tests in the laboratory. The course includes the theory, operation and control of servo-mechanisms. 2-1-3* Not open to students who are enrolled or have completed EL 201 and 202.

EL 211 ELECTRONICS I

(Prerequisite: EL 102 A.C. Circuits) This course is a study of thermionic emission, characteristics of diodes, triodes and multi-element electron tubes including semi-conductors and their associated circuits. Rectifier and single stage amplifier is stressed. Single stage feed-back amplifiers and oscillators are also included. 4-4-6*

EL 212 ELECTRONICS II

(Prerequisite: EL 211 Basic Electronics) This course is a study of voltage, current and power coupling devices as used in audio and video amplifiers, radio receivers, and transmitters. Antennas, wave propagation, transmission lines, and wave guides are also included. 4-4-6*

EL 214 ELECTRONICS SYSTEM

(Prerequisite: EL 211 Basic Electronics; Co-requisite: EL 212 Advanced Electronics) This course is a study of industrial electronic systems including teletype, telephoto, television, radar, telemetering, multiplexing, and electronic computers. Field trips to local electronic plants are arranged. 3-0-3*

EL 215 DIGITAL TRANSISTOR CIRCUITS

(Prerequisite: EL 101, D.C. Circuits) This course is a review of the atomic structure of matter as it relates to the motion of charged particles in semi-conductors. The study covers junction diode and basic transistor action, together with a brief survey of manufacturing their methods. The switching function of diodes and transistors as they are used in logic circuits, trigger circuits, and pulse generators are learned both in the classroom and through experiments with these actual circuits in the laboratory. 2-2-3* Not open to

*Lecture-Lab-Credit Hours

students who are enrolled or have completed EL 211, 212, and 214.

EL 216 LINEAR TRANSISTOR CIRCUITS

(Prerequisite: EL 102, A.C. Circuits) A study of the A.C. behavior of transistors and their associated circuits. Topics covered as bias stabilization, parameter measurement, matrix algebra, computations of transistor circuits, feed-back networks and high frequency operation. The associated laboratory will provide the student with ample opportunity to apply the knowledge obtained in class by designing and building all circuits studied. 2-2-3* Not open to students who are enrolled or have completed EL 211, 212, and 214.

EL 217 VACUUM TUBE DEVICES

(Prerequisite: EL 102, A.C. Circuits) 2-2-3* Not open to students who are enrolled or have completed EL 211, 212, and 214.

EL 218 ELECTRO-MAGNETIC TRANSMISSION

(Prerequisite: EL 102, A.C. Circuits) 3-0-3* Not open to students who are enrolled or have completed EL 211, 212, and 214.

EL 219 ELECTRONIC CIRCUITS

(Prerequisite: EL 216, Linear Transistor Circuits or EL 217, Vacuum Tube Devices) 2-2-3* Not open to students who are enrolled or have completed EL 211, 212, and 214.

ENGINEERING

(University Parallel)

The program basic to almost all engineering curricula stresses a sound foundation in science and mathematics along with humanities and the social studies. This provides the engineer not only with the necessary prerequisites for further technical studies, but also with a knowledge of the world and its problems; a knowledge necessary to aid the engineer in the decisions he must make in his engineering career.

The program in engineering at most universities is a five-year one.

FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER	HOURS	CREDIT
		Fall Term	Winter Term	
AT 110	History & Appreciation of Art	2		
or				
MC 110	Music Appreciation	(2)		
CY 101-102	General Chemistry	4	4	
EH 101-102	Freshman Communications	3	3	
EG 101-102	Engineering Graphics	3	3	
EG 110	Engineering Problems & Orient	1		
HH 101	Personal & Community Hygiene		2	
MS 121	College Trigonometry	3		
MS 204	Anal. Geom. & Calculus I		4	
PE	Physical Education	1	1	
		17	17	

SOPHOMORE YEAR

EH	Literature	3		
MS 205-206	Anal. Geom. and Calculus II; III ..	4	4	
PH 205-206	Gen. Physics with Calculus I; II	4	4	
SS 101-102*	Social Inst.; Political Inst.	3	3	
PE	Physical Education	1	1	
Elective			3	
		15	15	

*PL 201 or HY 201 may be substituted for SS 102.

ENGINEERING

EG 101 ENGINEERING GRAPHICS I

An introduction to the fundamental principles of orthographic projection and descriptive geometry as used in the making and interpretation of engineering drawings. 1-5-3*

EG 102 ENGINEERING GRAPHICS II

Application of orthographic projection and descriptive geometry. 1-5-3*

EG 110 ENGINEERING PROBLEMS AND ORIENTATION

(Co-requisite: MS 111 or MS 141) This course emphasizes the solution of engineering problems using dimensional analysis, elementary vector analysis, the slide rule, and other computational techniques. The course also provides a study of the history, basic principles, development, opportunities, and educational requirements for the principal fields of the engineering profession. 1-0-1*

*Lecture-Lab-Credit Hours

ENGLISH

EH 070 DEVELOPMENTAL READING

The major aim of the Developmental Reading program is to increase proficiency in reading by improving reading skills, stimulating greater interest in reading, making the student a more alert and responsive reader. Therefore, growth in comprehension is stressed along with a desired increase in rate of reading; toward these goals every effort is directed. This course is offered only in the evening and is non-credit.

EH 101 FRESHMAN COMMUNICATIONS

Sections 1 - 49

This is primarily a skills course which aims to develop proficiency in all aspects of communications, but strongly emphasizes writing and reading. An understanding of how language is actually used is necessary as a basis for any real understanding of the problems encountered in effective communication. The important skills of listening, speaking, reading, and writing can then be dealt with in detail, with the main concern being with factual matters. 3-0-3*

Sections 50 - 59

Reading Emphasis: The content of this course is essentially the same as EH 101, Sections 1-49, except this course is an emphasis section designed specifically to provide assistance in reading for those students whose scores on the reading placement test indicate a need for special help. A reading laboratory equipped with rate-meters, films, and other aids provides intensive instruction and practice in improving reading speed and comprehension. Students passing this course go into regular EH 102. 3-2-3*

Sections 60 - 69

Writing Emphasis: The course is essentially the same as EH 101, Sections 1-49, except this course is an emphasis section designed specifically to provide assistance in writing for those students whose scores on the writing placement test indicate a need for special help. Students passing this course go into regular EH 102. 3-2-3*

Sections 70 - 79

Reading and Writing Emphasis: Essentially this course is the same as EH 101, Sections 1-49, except that it provides an emphasis section designed specifically to provide assistance in writing and reading for those students whose scores on both the reading and writing placement tests indicate a need for special help. Students passing this course go into the regular EH 102. 3-2-3*

Sections 80 - 89

Advanced Freshman Communications: The aims of this course are

*Lecture-Lab-Credit Hours

basically the same as those of EH 101, Sections 1-49, except that emphasis is given to the study, technique, and practice of creative expression. Students who score in the upper 15 percentile on the reading and writing placement tests are enrolled in these advanced sections. 3-0-3*

EH 102 FRESHMAN COMMUNICATIONS

(Prerequisite: EH 101 Freshman Communications or equivalent)
This course consists of three units which introduce the students to the role of language in thought and action: (1) Language and Thought (2) Persuasion (argument and logic) and (3) Mass Media of Communication. The concern here is with the development of student ability to read critically and to write effectively. 3-0-3*
Research paper techniques are taught in both EH 101 and EH 102.

Sections 86 - 89 (Advanced course for EH 102)

(Prerequisites: EH 101, Sections 86-89, Advanced Freshman Communications or equivalent) This course is a continuation of EH 101, Sections 86-89, and is basically the same as other sections of EH 102, except that emphasis is given to creative expression. 3-0-3*

EH 201 ENGLISH LITERATURE TO 1800

(Prerequisite: EH 102 Freshman Communications or equivalent)
This course is a study of significant writings produced in the British Isles from the time of the Anglo-Saxons to 1800. 3-0-3*

EH 202 ENGLISH LITERATURE AFTER 1800

(Prerequisite: EH 102 Freshman Communications or equivalent)
This course is a study of significant writings produced in the British Isles from 1800 to the present. 3-0-3*

EH 203 WORLD LITERATURE TO 1600

(Prerequisite: EH 102 Freshman Communications or equivalent)
A study of selected works of the ancient, medieval, and renaissance worlds. 3-0-3*

EH 204 WORLD LITERATURE AFTER 1600

(Prerequisite: EH 102 Freshman Communications or equivalent)
This course is a study of selected world masterpieces from approximately 1600 to the present day. 3-0-3*

EH 205 AMERICAN LITERATURE TO 1865

(Prerequisite: EH 102 Freshman Communications or equivalent)
The course is a study of the development of our national literature from colonial times to the end of the Civil War. 3-0-3*

EH 206 AMERICAN LITERATURE AFTER 1865

(Prerequisite: EH 102 Freshman Communications or equivalent)

*Lecture-Lab-Credit Hours

The study of the rise of modern American literature is provided in this course. Current literary trends and contemporary American writers are stressed. 3-0-3*

EH 210 ADVANCED COMPOSITION

(Prerequisite: EH 102 or equivalent or permission of Department Chairman) This is a course in writing open to adequately prepared students. The work includes intensive analysis of a wide range of literary types; concrete instruction in effective devices; writing assignments, made with reference to individual aptitudes, of such types as biography, autobiography, descriptive sketch, monologue, dialogue, vignette, short story, one-act play, and popular verse forms; class readings of student work and individual criticism. 3-0-3*

*Lecture-Lab-Credit Hours

FASHION

(University Parallel)

This curriculum is for students interested in a career in fashion design, fashion merchandising, pattern making, textile design, and fashion promotion.

FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER HOURS	CREDIT
AT 101	Design Fundamentals	3	
AT 110	History and Appreciation of Art	2	
	Natural Science	7-8	
EH 101-102	Freshman Communications	6	
HE 106	Clothing Construction	3	
MS 106	Mathematics for General Education	3	
PE	Physical Education	2	
SS 101-102	Social Inst.; Political Inst.	6	
		32-33	

SOPHOMORE YEAR

AT 103	Figure Drawing	3	
AT 111	History and Appreciation of Art	2	
BA 100	Introduction to Business	3	
BA 204	Principles of Economics	3	
EH	Literature	3	
HE 203	Clothing Selection	3	
HH 101	Personal and Community Hygiene	2	
PE	Physical Education	2	
PY 201	General Psychology	3	
SP 101	Fundamentals of Speech	3	
*Electives		4	
		31	

*Suggestive electives: BE 105, Typwriting; HE 201, Advanced Clothing Construction.

FRENCH

FH 101 ELEMENTARY FRENCH

A basic knowledge of French grammar and composition, reasonable pronunciation, and familiarity with the life and culture of native speakers of the language is provided in this course. A regularly scheduled period of language laboratory is required of all students. 3-1-3*

FH 102 ELEMENTARY FRENCH

(Prerequisite: FH 101 Elementary French or equivalent) This course is a continuation of FH 101. It continues the study of basic grammar, composition, and pronunciation. A regularly scheduled period of language laboratory is required of all students. 3-1-3*

FH 201 INTERMEDIATE FRENCH

(Prerequisite: FH 102 Elementary French or equivalent) This course presents a rapid grammar review followed by translation of contemporary French stories and an introduction to French civilization. Vocabulary building is emphasized along with practice in written exercises and conversation. The language laboratory is optional for intermediate students. 3-0-3*

FH 202 INTERMEDIATE FRENCH

(Prerequisite: FH 201 Intermediate French or equivalent) This is a continuation of FH 201 and places emphasis upon the translation of French stories, written themes, and conversation. Discussions and exercises on the French nation and its culture are also given special importance. The language laboratory is optional for students. 3-0-3*

FH 213 CONVERSATIONAL FRENCH

(Prerequisite: FH 102 Elementary French or equivalent) Emphasis in this course is on oral application of the French language through conversations, discussions, and oral themes. Students are given intensive oral laboratory practice. This course may be taken independently or concurrently with FH 201. 2-0-2*

FH 214 CONVERSATIONAL FRENCH

(Prerequisite: FH 102 Elementary French or equivalent) The course is a continuation of FH 213. Intensive oral laboratory practice is given. This course may be taken independently or concurrently with FH 202. 2-0-2*

FH 270 INTRODUCTION TO FRENCH LITERATURE

(Prerequisite: 4 years of secondary level French, or FH 202 and/or FH 214, or permission of the Department Chairman) This course is designed to present the history and achievements of French Literature.

*Lecture-Lab-Credit Hours

ture. The student is introduced to major literary movements, representative authors, and works in chronological order from *Chanson de Roland* to Classicism. Written and oral reports are assigned. 3-0-3*

FH 271 INTRODUCTION TO FRENCH LITERATURE

(Prerequisite: FH 270 or permission of Department Chairman) This course presents French literature from Classicism to contemporary literature. 3-0-3*

GEOGRAPHY

GY 101 ELEMENTS OF GEOGRAPHY AND CONSERVATION

This course provides an introduction to the principles of geography on a worldwide basis. The numerous inter-relationships of human life and the natural environment are a central concern. The economic inter-relationships, with emphasis upon conservation or wise resource use, are stressed. A special unit on conservation of Florida's natural resources is included. 3-0-3*

GERMAN

GN 101 ELEMENTARY GERMAN

A basic knowledge of German grammar and composition, drill in pronunciation, simple reading and translation, and familiarity with the life and culture of native speakers of the language are provided in this course. 3-0-3*

GN 102 ELEMENTARY GERMAN

(Prerequisite: GN 101 or equivalent) This course continues the study of German grammar and composition, drill and pronunciation, reading and translation. 3-0-3*

GN 201 INTERMEDIATE GERMAN

(Prerequisite: GN 102 Elementary German or equivalent) This course presents intensive and extensive reading in texts in German, presenting the history, legends, folklore, poetry, and literary selections from the greatest German writers. 3-0-3*

GN 202 INTERMEDIATE GERMAN

(Prerequisite: GN 201 Intermediate German or equivalent) This course is a continuation of GN 201 and gives more extensive drill and practice in the techniques of German reading (with and without translation). 3-0-3*

*Lecture-Lab-Credit Hours

HEALTH EDUCATION

HH 101 PERSONAL AND COMMUNITY HYGIENE

This course is concerned with the principles and practices of personal hygiene. Particular attention is given to the physical, mental, and social health of the individual and to his part in healthful family living. Included is the study of healthful group living, sources of infection, housing, food, sanitation, and the maintenance and improvement of group health. (On the basis of an examination, Health 101 may be waived.) 2-0-2*

HH 103 FIRST AID

This is a combination course in American Red Cross First Aid, including both the standard and advanced. Satisfactory completion qualifies the student for the instructor's course offered by the Red Cross. 1-1-1*

HH 104 FIRST AID INSTRUCTOR'S COURSE

(Prerequisite: HH 103, First Aid, or the permission of the Department Chairman) This course offers the opportunity for those who have completed Standard and Advanced First Aid to become American Red Cross Instructors of First Aid. 0-2-1*

HISTORY

HY 101 ANCIENT AND MEDIEVAL CIVILIZATIONS

This course delves into the theories of historical causation, the origin of life upon our planet, and the emergence of major cultures. It delineates the characteristics of the major civilizations which evolved around the Mediterranean Sea from Ancient Egypt and the Fertile Crescent through Greece, Rome, the Byzantine and Islamic Cultures, and Medieval Europe to the Renaissance. The civilizations of the Far East, particularly India, China, and Japan, are also studied. 3-0-3*

HY 102 MODERN CIVILIZATIONS

A continuation of HY 101, this course begins with the background of the Renaissance and extends to the present time. Major emphasis is placed upon the development of modern Western European culture, with some consideration given to the forces and events contributing to the emergence of the Afro-Asian nations and peoples. 3-0-3*

HY 201 UNITED STATES HISTORY TO 1865

This course is concerned with the extension of European culture into the Western Hemisphere, the growth and development of the Thirteen English Colonies, an intensive study of the Constitution

*Lecture-Lab-Credit Hours

of the United States, and the early national period of the United States to the end of the Civil War. 3-0-3*

HY 202 UNITED STATES HISTORY FROM 1865 TO THE PRESENT

A continuation of HY 201, this course emphasizes the development of the United States into a great world power with more detailed studies of internal, economic, social, political, and cultural movements and forces. 3-0-3*

HY 211 LATIN AMERICAN HISTORY TO THE PERIOD OF NATIONAL INDEPENDENCE

The course surveys the fundamental forces which paved the way for early Latin American political developments. Emphasis is placed on the emergence of social, political, and economic institutions in Latin American history from the period of the Conquest through the period of expansion. (Offered in evening only.) 3-0-3*

HY 212 LATIN AMERICAN HISTORY FROM THE NAPOLEONIC ERA TO THE PRESENT

This segment is concerned with the role played by social, political and economic institutions in Latin American history from the period of independence to the present. (Offered in evening only.) 3-0-3*

HOME ECONOMICS (University Parallel)

The suggested curriculum in home economics provides university parallel courses to meet the needs of students who are interested in preparation for professional positions in child development, home and family life, teaching, food and nutrition, merchandising and clothing, and in other related areas.

FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER	HOURS	CREDIT
CY 101-102*	Gen. College Chem.; Natural Sci.		7-8	
EH 101-102	Freshman Communications		6	
HE 101	Elements of Nutrition		3	
HE 106	Elements of Clothing Const.		3	
MS 106	Mathematics for General Education		3	
PE	Physical Education		2	
SS 101-102**	Social Inst.; Political Inst.		6	
CLOTHING MAJORS***				
HE 201	Clothing Construction	(3)		
FOOD AND NUTR. MAJORS***				
HE 102	Food for the Family	(3)		
OTHER MAJORS***				
Electives		(3)		
				33-34

SOPHOMORE YEAR

AT	History & Appreciation of Art	2	
EH	Literature	3	
HH 101	Personal & Comm. Hygiene	2	
PE	Physical Education	2	
PI 101	Introduction to Philosophy	3	
PY 201	General Psychology	3	
SP 101	Fundamentals of Speech	3	
SS 201	Family Relationships	3	
CLOTHING MAJORS***			
AT 101	Design Fundamentals	(3)	
HE 203	Costume Selection	(3)	
Electives		(9)	
FOOD AND NUTR. MAJORS***			
FS 210-211	Food Comp. & Prep.; Quan. Cook'g	(6)	
Elective		(3)	
OTHER MAJORS***			
Elective		(3)	

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*Child Development and Home and Family Life majors may elect any of the natural science courses to meet the general education requirements.
 **PI, 201 or HY 201 may be substituted for SS 102.
 *See page 89 and use same form for Majors.

HOMEMAKER

(Specialized, Business, Technical, Professional Program)

FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER HOURS	CREDIT
AT 210	Interior Design	2	
BE 105-106	Typewriting	4	
EH 101-102	Freshman Communications	6	
HE 101	Elements of Nutrition	3	
HE 106-201	Clothing Construction	6	
HH 101	Personal & Comm. Hygiene	2	
MC 110	Music Appreciation	2	
PE	Physical Education	2	
SS 101-102*	Social Inst.; Political Inst.	6	
			33

SOPHOMORE YEAR

AT 110-111	History and Appreciation of Art	4	
BA 101	Accounting Principles	3	
BE 200	Business Communication	3	
EH	Literature	3	
HE 102	Food for the Family	3	
HE 203	Costume Selection	3	
MS 106	Mathematics for General Education	3	
PE	Physical Education	2	
PY 201	General Psychology	3	
SP 101	Fundamentals of Speech	3	
SS 201	Family Relationships	3	
			33

*PL 201 or HY 201 may be substituted for SS 102.

HOME ECONOMICS

HE 101 ELEMENTS OF NUTRITION

This course presents the fundamental principles of normal nutrition. Emphasis is placed upon the food nutrients, food selection, and dietary planning. Students who wish a basic nutrition course, Home Economics majors and nurses who are taking the university parallel curriculum should take this course. 3-0-3*

HE 102 FOOD FOR THE FAMILY

This basic course deals with the relation of good nutrition to the health of the individual. It includes planning and preparing nutritionally adequate and aesthetically satisfying meals for the family. 2-2-3*

HE 103 NUTRITION

This course is designed to present to the student nurse and dental hygienist the recent findings, concepts, and applications of nutrition. 2-0-2*

HE 104 EXPERIMENTS IN NUTRITION

(Co-requisite: HE 103, Nutrition) General Nutrition Laboratory. Laboratory conferences and laboratory experiments. 0-2-1*

HE 106 ELEMENTS OF CLOTHING CONSTRUCTION

A study of pattern selection, use of commercial patterns, and the fundamental techniques of sewing are included in this course. 2-2-3*

HE 201 CLOTHING CONSTRUCTION

(Prerequisite: HE 106, Elements of Clothing Construction) Garments may be made of fabrics which require advanced techniques. Emphasis is placed on suitability of pattern, fabric and construction to the individual. 1-3-3*

HE 203 COSTUME SELECTION

Emphasis is placed upon the principles of design as they apply to modern dress and good taste in ready-to-wear selection. The course includes figure analysis, personal improvement, wardrobe planning, and the selection and use of accessories. 3-0-3*

HOTEL-MOTEL AND FOOD SERVICE MANAGEMENT

(Specialized, Business, Technical, Professional Program)

The Hotel-Motel and Food Service Management curriculum is a mid-management program leading to the Associate in Science degree. The curriculum provides both a theoretical and a practical approach. Laboratory experience and training in hotels and motels is provided through part-time employment in hotels, motels, restaurants, and clubs. This curriculum prepares the student for employment in the hospitality industry.

FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER	HOURS	CREDIT
EH 101-102	Freshman Communications		6	
HH 101	Personal and Community Hygiene		2	
HR 100	Introduction to Hotel-Motel- Restaurant Management		3	
HR 101	Hotel-Motel-Restr. Acctg.		3	
HR 120	Purchasing Management		3	
HR 202	Hotel-Motel Housekeeping		3	
PE	Physical Education		2	
PY 201	General Psychology		3	
SP	Fundamentals of Speech		3	
HOTEL-MOTEL MAJORS				
HR 201	Front Office Procedure	(3)		
Elective		(3)		
FOOD SERVICE MAJORS				
HR 102	Introduction to Foods	(3)		
HR 210	Food Composition and Preparation	(3)		
				34

SOPHOMORE YEAR

HR 118-218	Hotel-Motel-Restr. Practicum	8		
HR 204	Management Practices in H-M-R	3		
HR 207	Hotel-Motel-Restaurant Law	3		
HR 211	Purchasing Management	3		
HR 214	Food and Beverage Control	3		
HR 215	Equipment, Use, and Maintenance	3		
HR 216	H-M-R Sales Promotion	3		
PE	Physical Education	2		
SS 101-102*	Social Inst.; Political Inst.....	6		
				34

*PL 201 or HY 201 may be substituted for SS 102.

HOTEL-MOTEL AND FOOD SERVICE MANAGEMENT

HR 100 INTRODUCTION TO HOTEL-MOTEL-RESTAURANT MANAGEMENT

The hospitality field, its history, famous people, economic and social importance, and operations are the major areas of emphasis in this course. 3-0-3*

HR 101 HOTEL-MOTEL-RESTAURANT ACCOUNTING

This is a study of accounting applications to various service institutions. Emphasis is placed on operating cost data, cost analyses and methods of reporting for managerial uses, and the NCR posting machine. 3-0-3*

HR 102 INTRODUCTION TO FOODS

This is an elementary foods course which deals with the basic principles and fundamental processes underlying food preparation. 3-0-3*

HR 118 HOTEL-MOTEL AND FOOD SERVICE MANAGEMENT PRACTICUM AND SEMINAR

Students obtain in-season employment in local motel and hotel establishments. Thereafter, periodic observation by the coordinator will ascertain that both working hours and responsibility make for a learning sequence that will escalate to a supervisory status. A written project commensurate with assigned duties is required. 2-6-4*

HR 201 HOTEL-MOTEL FRONT OFFICE PROCEDURE

This course provides an analysis of various jobs within hotel-motel front office, and procedures involved in registering, accounting for, and checking out guests. Front office promotional and sales practices are also investigated. 3-0-3*

HR 202 HOTEL-MOTEL HOUSEKEEPING

This is a survey course designed to provide the student with a general understanding of the organization, duties, and administration of institutional housekeeping. It also includes interior decoration, purchase of furniture, carpeting, linens, and supplies. Maintenance and engineering of a practical nature are studied. 3-0-3*

HR 204 HOTEL-MOTEL MANAGEMENT PRACTICE

This course explores special management problems as found in hotels, motels, clubs, and institutions. 3-0-3*

HR 207 HOTEL-MOTEL-RESTAURANT LAW

A study of the laws applicable to the ownership and operation of places of public hospitality. 3-0-3*

*Lecture-Lab-Credit Hours

HR 210 FOOD COMPOSITION AND PREPARATION

(Prerequisite: HR 102 or permission of the instructor) A study is made of the production and effective use of food materials considering economic, nutritive, and aesthetic factors. Lectures and demonstrations will emphasize standards of food preparation. 3-0-3*

HR 211 PURCHASING MANAGEMENT

The major emphasis will be upon estimates of raw materials needed for the operation of a hotel, motel, or food establishment. 3-0-3*

HR 212 PERSONNEL MANAGEMENT AND OPERATIONAL PROCEDURES

This course is designed to study the basic principles and analysis of food management problems, including job analysis methods, selection, control, and supervision of personnel. Other phases of the work include work plans and schedules, labor and food cost control, purchasing, equipment use and care, sanitation, and safety. 3-0-3*

HR 214 FOOD AND BEVERAGE CONTROL

An in-depth study of various established cost control systems of hotels and restaurants in purchasing, allocation, and use of both foods and beverages to make for a profitable and economical operation. 3-0-3*

HR 215 EQUIPMENT USE AND MAINTENANCE

In this course a study is made of layouts, specifications, maintenance of equipment, furniture, furnishings, and decor for clubs, hotels, motels, and related institutions. 3-0-3*

HR 216 HOTEL-MOTEL-RESTAURANT SALES PROMOTION

A comparison of methods and results of business promotion in the hospitality field stressing the use of direct mail, news media, and personal contact to build a successful business and an attractive public image. 3-0-3*

HR 218 HOTEL-MOTEL FOOD SERVICE PRACTICUM AND SEMINAR

This course is a continuation of HR 118. 2-6-4*

JOURNALISM

JM 101 WRITING FOR MASS COMMUNICATIONS

This is a course in writing for newspapers, radio, television, and magazines. Detailed instruction in gathering and writing news and feature stories and head lines is given along with basic newspaper editing and layout. This is a requirement for journalism majors. 3-0-3*

*Lecture-Lab-Credit Hours

JM 102 SURVEY OF COMMUNICATIONS

This is a survey of the development of communications media including a study of present problems facing the press. Special emphasis is placed on newspapers, radio, and television, their requirements and opportunities, and their responsibilities to the public. This course is a requirement for those planning to major in any phase of journalism. 3-0-3*

LAW

(University Parallel)

FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER HOURS	CREDIT
EH 101-102	Freshman Communications	6	
MS 106	Mathematics for General Education	3	
PE	Physical Education	2	
SP 101	Fundamentals of Speech	3	
SS 101-102	Social Inst.; Political Inst.	6	
BY 101-102	General Biology	8	
or			
CY 101-102	General College Chemistry	(8)	
or			
PS 101	Survey of Physical Science	(3)	
	and BY 101 or 102 or CY 101 or 102	(4)	
	Foreign Language	6	
			33-34

SOPHOMORE YEAR

EH	Literature ✓	6	
AT	History and Appreciation of Art ...	2	
or			
MC 110	Music Appreciation ✓	(2)	
LC 101	Art of Thinking ✓	3	
PL 201-202	Amer. Nat'l Gov.; State, Local Gov.	6	
HY 201-202	U.S. Hist. to 1865; 1865 to Present	6	
PE	Physical Education	2	
HH 101	Personal & Community Hygiene	2	
	Foreign Language	6	
			33

LAW ENFORCEMENT

(Specialized, Business, Technical, Professional Program)

This course of study provides the necessary preparation for beginning employment as a peace officer. Students are reminded that most law enforcement agencies require a minimum age of 21 years before employment is possible. This curriculum is open to women students as well as to men. Employment opportunities for qualified people in the field of law enforcement are many and varied. The program, as outlined here, leads to graduation with the Associate of Science Degree.

FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER HOURS	CREDIT
EH 101-102	Freshman Communications	6	
PE	Physical Education	2	
PO 100	Introduction to Law Enforcement	3	
MS 106	Mathematics for General Education	3	
	Natural Sciences	3-4	
PO 101-102	Police Administration	6	
SP 101	Fundamentals of Speech	3	
SP 102	Public Speaking	3	
SS 101	Social Institutions	3	
			32-33

SOPHOMORE YEAR

HH 101	Personal & Community Hygiene	2	
HH 103	First Aid	1	
PE	Physical Education	2	
PL 201	American Natl. Government	3	
PL 202	American State & Local Government.....	3	
PO 201	Laws of Evidence	3	
PO 202	Criminal Investigation	3	
PO 203	Law of Arrest, Search, & Seizure	3	
PO 204	Criminal Law	3	
PY 201	General Psychology	3	
PY 202	Personality Development	3	
SH 101-102	Elementary Spanish	6	
			35

LAW ENFORCEMENT

PO 100 INTRODUCTION TO LAW ENFORCEMENT

(Offered only in the evening program) This course introduces the student to the field of law enforcement, covering philosophical background, history, constitutional limits, agencies, processes of justice, and evaluation of specific law enforcement practices today. 3-0-3*

PO 101 POLICE ADMINISTRATION

(Offered only in the evening program) The concern in this course is with the efficient organization and administration of the police department. Particular emphasis is placed on that phase of police administration which is usually seen by the general public, including the patrol, traffic, and detective divisions. 3-0-3*

PO 102 POLICE ADMINISTRATION

(Offered only in the evening program) A continuation of PO 101, this course stresses the behind-the-scenes activity of a modern police department. Special attention is given to records, auxiliary services, recruitment, personnel evaluation, discipline, and planning. 3-0-3*

PO 201 LAWS OF EVIDENCE

(Offered only in the evening program) Rules of evidence and their application to proper law enforcement. Tests of admissibility applied by the courts, including direct and circumstantial evidence, hearsay, confessions, dying declarations, documentary evidence, competency of witnesses, degrading and incriminating questions, privileged and non-privileged communications. 3-0-3*

PO 202 CRIMINAL INVESTIGATION

(Offered only in the evening program) A general survey of methods and techniques used by modern law enforcement officers in the investigation of crime. Interrogation techniques, evidence, how to mark, preservation—after discovery, fingerprints, tool marks, firearms identification, homicide, burglary, robbery, and other crime scene investigations. Narcotics investigation, laboratory analysis of evidence, court room techniques and demeanor. 3-0-3*

PO 203 LAW OF ARREST, SEARCH, AND SEIZURE

(Offered only in the evening program) Peace officers' right and duty to make arrest. Obligations imposed by oath of officer. Distinction between felony and misdemeanor. Requisites of legal arrest as set forth in the Florida Penal Code. Immunity from arrest, legal rights of suspect, techniques and procedures in effecting arrests. Legal use of force, degree of force, rights of arrested persons.

*Lecture-Lab-Credit Hours

Attitude and remarks of arresting officer. Laws and regulations pertaining to search of premises, automobiles, and persons. Discussions relative to officers' right to search and hold for evidence or confiscate property. 3-0-3*

PO 204 CRIMINAL LAW

(Offered only in the evening program) A study of the scope, purpose, definition, and classification of crimes. Consideration is given to criminal intent, acts of omission and commission, offenses against the person and property. The elements of some of the more common offenses are studied in depth. Defenses to criminal acts are also treated. 3-0-3*

LOGIC

LC 101 THE ART OF THINKING

The principal objects of this course are to help the student think with more accuracy, clarity, and completeness, and to help him apply his knowledge in analyzing the thinking of others as expressed in speech and print. 3-0-3*

*Lecture-Lab-Credit Hours

MATERIALS

ML 121 MANUFACTURING PROCESSES

(Co-requisite: EG 102, Engineering Graphics II or permission of department chairman) This course is designed to provide a background of knowledge covering the various manufacturing materials and the fundamental types of manufacturing methods. Through lecture, demonstration, and practical applications the student is given the opportunity to become familiar with the various types of machine tools, tooling, measuring, and inspection procedures. Automation is introduced and information is presented to acquaint the student with the modern practices of numerical control for machine tools and the uses of transfer and special machines. 2-3-3*

ML 122 MACHINE SHOP AND WELDING PRACTICE

This is a laboratory course that covers the basic hand and machine tools used by industry. Standard practices and procedures such as measurements, gauging, tapering, thread standards, and surface finishing are studied. Oxy-acetylene welding and silver soldering are practiced. An understanding of the processes is emphasized rather than proficiency in them. 1-5-3*

ML 210 INDUSTRIAL RELATIONSHIPS

In this course an effort is made to give the technology student a practical understanding of union organization, industrial organization (both large and small), and employer-employee relationships. Information on acquiring and holding an "entry" position will be covered, including the writing of a "Personal Data Sheet" and techniques of applying for a job. 3-0-3*

ML 221 PROPERTIES AND TESTING OF MATERIALS

(Prerequisites: DG 102, Engineering Graphics II and MS 104, Elementary Technical Mathematics II) Characteristics and physical properties of materials are investigated along with basic mechanics. The student receives instruction in the techniques and on the machines used for physical testing in industry. Topics covered include stress, strain, elasticity, types of failures, structure and application of ferrous and nonferrous metals, organic and inorganic materials and compounds. 3-3-4*

MATHEMATICS
(University Parallel)
FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER HOURS	CREDIT
EH 101-102	Freshman Communications	6	
GN 101-102*	Elementary German	6	
HH 101	Personal and Community Hygiene	2	
MC 110	Music Appreciation	2	
MS 204-205	Analytic Geom. and Calculus I; II	8	
PE	Physical Education	2	
SS 101-102**	Social Inst.; Political Inst.	6	
			—
			32

SOPHOMORE YEAR

EH	Literature	3	
GN 201-202*	Intermediate German	6	
MS 206	Analytic Geom. and Calculus III	4	
MS 207	Differential Equations	3	
MS 208	Elementary Statistics	3	
MS 209	Elementary Linear Algebra	3	
PH 205-206	General Physics with Calculus I; II	8	
PE	Physical Education	2	
			—
			32

*French may be elected.

**PL 201 or HY 201 may be substituted for SS 102.

MATHEMATICS

MS 103 ELEMENTARY TECHNICAL MATHEMATICS I

This course and MS 104 Elementary Technical Mathematics II form a sequence to be offered to those Electronics Technology majors who do not qualify for MS 111. Topics considered are as follows: standard notation and the slide rule, algebraic expressions and operations, dimensional analysis, linear equations in one unknown, linear equations, exponents and radicals, quadratic equations, and exponentials and logarithms. 3-0-3*

MS 104 ELEMENTARY TECHNICAL MATHEMATICS II

(Prerequisite: MS 103, Elementary Technical Mathematics I, or MS 105, Basic Algebra) This is the second course of the sequence offered to those Electronics Technology majors who do not qualify for MS 111. Topics included are as follows: trigonometry of right angles, computations involving right-triangle trigonometry, solution of oblique triangles, graphs of trigonometric functions, the j -operator, inverse trigonometric functions, binomial expansion and progressions, and selected topics in analytic geometry. 3-0-3*

MS 106 MATHEMATICS FOR GENERAL EDUCATION

(Prerequisite: Adequate score on placement test. Students making inadequate scores must enroll in sections meeting 5 times per week.) This course stresses the fundamental concepts and applications of mathematics. Topics include logical systems, arithmetic, number bases and groups, algebra, graphing, functions, exponents and algebraic techniques, geometry, and statistics. 3-0-3* or 5-0-3*

MS 107 BASIC ALGEBRA

(Prerequisite: MS 106, Mathematics for General Education, or adequate score on placement test) This course is a study of basic algebra designed to prepare the student for MS 111, College Algebra. Topics included are sets of intergers, algebraic expressions, simple equations, factoring and quadratic equations, fractions and fractional equations, functional relationships, measurements, logarithms, variations, and introduction to mathematics of sets. 3-0-3*

MS 111 COLLEGE ALGEBRA

(Prerequisite: MS 107, Basic Algebra, or adequate score on placement test) Topics included are as follows: mathematics and science, the number system, polynominals, algebraic fractions, exponents, radicals sets, equations, simultaneous equations and matrices, inequalities, functions and relations, algebraic functions, exponential and logarithmic functions. 3-0-3*

*Lecture-Lab-Credit Hours

MS 121 COLLEGE TRIGONOMETRY AND ANALYTIC GEOMETRY

(Prerequisite: MS 111, College Algebra, or adequate score on placement test) This course emphasizes the analytic and the numerical treatment of trigonometry. Topics considered are as follows: trigonometric identities, vectors, right triangles, oblique triangles, multiple- and half-angle formulas, trigonometric functions of angles, trigonometric functions of real numbers, inverse trigonometric functions, complex numbers, the straight line, planes, conic sections, polar coordinates, parametric equations, area of a circle and limits. 3-0-3*

MS 204 ANALYTIC GEOMETRY AND CALCULUS I

(Prerequisite: MS 121, College Trigonometry and Analytic Geometry or adequate score on placement tests) This is the first course of a three-term sequence which unifies plane and solid analytic geometry with the calculus. Topics included are differentiation and interpretation of algebraic, trigonometric, logarithmic, and exponential functions, vectors and plane analytic geometry, and families of curves. 4-0-4*

MS 205 ANALYTIC GEOMETRY AND CALCULUS II

(Prerequisite: MS 204) This is the second course of the three-term sequence. Topics included are techniques of integration, basic theorems and concepts of calculus theory, applications, differentials, length of arc, line integrals, centroids, improper integrals, polar coordinates, and solid analytic geometry. 4-0-4*

MS 206 ANALYTIC GEOMETRY AND CALCULUS III

(Prerequisite: MS 205) This is the third course of the three-term sequence. Topics included are partial differentiation, applications of integral calculus in three space, infinite series, and an introduction to differential equations. 4-0-4*

MS 207 DIFFERENTIAL EQUATIONS

(Prerequisite: MS 206) Topics included are ordinary differential equations with applications, the Laplace transform, differential operators, systems of equations, orthogonal trajectories, electric networks, and inverse transforms. 3-0-3*

MS 208 ELEMENTARY STATISTICS AND PROBABILITY

(Prerequisite: MS 111, College Algebra) This course considers statistics and probability from the standpoint of general application. Topics included are as follows: frequency distribution, measures of central tendency, measures of dispersion, binomial distribution, standardized normal distribution, hypergeometric distribution, poisson distribution, the chi-square distribution, central limit

theorem, statistical inference, hypothesis testing, confidence limits, correlation coefficient, regression, sample space, permutations, combinations, probability, and expectation. 3-0-3*

MS 209 ELEMENTARY LINEAR ALGEBRA

(Prerequisite: MS 205, Analytic Geometry and Calculus II) A course designed to introduce the student to the notion of mathematical proof. Topics included are abstract systems, vector spaces, linear transformations, matrices, linear equations and determinants, equivalence relations on matrices, canonical form for linear transformations, metric concepts, and functions of matrices. 3-0-3*

MEDICAL ASSISTANT

(Specialized, Business, Technical, Professional Program)

This course prepares the student for work in the physician's office as his assistant. The trainee learns to make and check appointments, keep records of visitations, necessary supplies, write letters, case histories, and purchase orders for supplies; prepare monthly statements; do routine laboratory work such as blood and urinalysis testing; and, in general, help to establish better public relations.

FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT
BA 101	Principles of Accounting	3
BE 100	Office Machines	2
BE 105-106†	Typewriting	4
BY 151-152	Anatomy and Physiology	6
EH 101-102	Freshman Communications	6
HH 101	Personal & Community Hygiene	2
HH 103	First Aid	1
CY 105	Introduction to Chemistry	4
PE	Physical Education	2
PY 201	General Psychology	3
		33

SOPHOMORE YEAR

BE 101	Office Practice	3
BE 204	Medical Transcription	2
BE 205	Advanced Typewriting	2
BE 200	Business Communications	3
BY 156	Microbiology	3
BY 251	Medical Laboratory Procedures	3
BY 254	Internship	3
BY 255-256	Medical Terminology	5
PE	Physical Education	2
PY 202*	Personality Development	3
SS 101-102**	Social Inst.; Political Inst.	6
		35

†If the student has had typewriting in high school or can pass the qualifying test satisfactorily, he may be exempt from BE 105.

*PY 203 may be substituted.

**PL 201 or HY 201 may be substituted for SS 102.

MUSIC

(University Parallel)

This course of study is for students in all areas of music specialization, including Applied Music, Composition, Music Education, Music History and Literature, Music Theory, Music Therapy, and Sacred Music. Music Education majors should add MC 226 Brass Techniques, MC 227 Woodwind Techniques, and MC 228 String Techniques to the program listed below.

FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT
BY 101	General Biology	4
EH 101-102	Freshman Communications	6
HH 101	Personal & Community Hygiene	2
MC 101-102	Music Theory	6
MC *	Music Organization	2
MC	Applied Music	4
MC 110	Music Appreciation	2
MC 191-192	Sight Singing	2
PE	Physical Education	2
SS 101-102**	Social Inst.; Political Inst.	6
		36

SOPHOMORE YEAR

EH	Literature	3
MC 201-202	Music Theory	6
MC 203-204	Keyboard	2
MC *	Music Organization	2
MC	Applied Music	4
MC 291-292	Sight Singing	2
MS 106	Mathematics for General Education	3
PE	Physical Education	2
PS 101	Physical Science	3
***Electives		7-9
		34-36

*MC 105-106, MC 205-206; or MC 107-108, MC 207-208.

**PL 201 or HY 201 may be substituted for SS 102.

***Courses selected must be from the area of electives in the General Education program.

MUSIC

CHURCH MUSIC

(Specialized, Business, Technical, Professional Program)

FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT
EH 101-102	Freshman Communications	6
MC 101-102	Music Theory	6
MC *	Music Organization	2
MC 110	Music Appreciation	2
MC 191-192	Sight Singing	2
MC	Applied Music	4
PE	Physical Education	2
RN 101-102	Old Testament; New Testament	4
SS 101-102**	Social Inst.; Political Inst.	6
		34

SOPHOMORE YEAR

EH	Literature	3
HH 101	Personal & Community Hygiene	2
MC 201-202	Music Theory	6
MC *	Music Organization	2
MC 291-292	Sight Singing	2
MC 203-204	Keyboard Harmony	2
MC	Applied Music	4
MC 213-214	Church Music	4
MC 215	Conducting	2
PE	Physical Education	2
PY 201	General Psychology	3
		32

*MC 105-106, MC 205-206; or MC 107-108, MC 207-208.

**PL 201 or HY 201 may be substituted for SS 102.

MUSIC

MC 101 MUSIC THEORY

(Co-requisite: MC 191, Sight Singing) This course includes study of the melodic, harmonic and rhythmic elements of music through part writing, aural dictation and music analysis. The harmonic material is limited to the principal diatonic structures. This is a university parallel course for students majoring in music. 3-0-3*

MC 102 MUSIC THEORY

(Prerequisite: MC 101, Music Theory or equivalent. Co-requisite: MC 192, Sight Singing) This course is a continuation of MC 101, Music Theory, and includes the study of additional diatonic triads, non-harmonic tones, and diatonic seventh chords. 3-0-3*

MC 103 FUNDAMENTALS OF MUSIC

This is an introductory course in music theory and music skills for classroom teachers and others interested in music fundamentals. This course is not open to students majoring in music. 3-0-3*

MC 105 CONCERT BAND

Any qualified student who enjoys the study and performance of standard concert band literature is eligible to enroll for credit or audit. Some band instruments are available for student use.† 0-3-1*

MC 106 CONCERT BAND

This is a continuation of MC 105, Concert Band.† 0-3-1*

MC 107 COLLEGE SINGERS

Membership is open to all students who like to sing. Students participate in the study and performance of a varied repertory of choral music. Both accompanied and a cappella works are included. Students may enroll for credit or non-credit.† 0-3-1*

MC 108 COLLEGE SINGERS

This is a continuation of MC 107, College Singers.† 0-3-1*

MC 110 MUSIC APPRECIATION

This course is a survey of the historical periods of cultural development. It includes a study of music styles, forms, composers and their works. It is designed to provide the student with a basis for intelligent listening and to help him develop a more thorough understanding of music. Course offers credit in General Education. 2-0-2*

MC 121 APPLIED MUSIC

(One half-hour lesson a week) Private instrumental instruction is available in the following instruments: Piano, Organ, Violin, Viola,

*Lecture-Lab-Credit Hours

†A maximum of 4 semester hours credit may be applied toward the Associate of Arts Degree. Credit received for participation may be in addition to normal academic load.

Cello, String Bass, Flute, Clarinet, Saxophone, Trumpet or Cornet, French Horn, Baritone or Euphonium, Trombone, Tuba and Percussion. 1-0-1*

MC 122 APPLIED MUSIC

This is a continuation of MC 121, Applied Music. 1-0-1*

MC 123 APPLIED MUSIC

(Two half-hour lessons a week) See description MC 121. 2-0-2*

MC 124 APPLIED MUSIC

This is a continuation of MC 123, Applied Music. 2-0-2*

MC 131 APPLIED MUSIC — VOICE

(One half-hour lesson a week. Prerequisite: MC 141, Class Voice, or equivalent) Private instruction in voice. 1-0-1*

MC 132 APPLIED MUSIC — VOICE

(One half-hour lesson a week) This is a continuation of MC 131, Applied Music — Voice. 1-0-1*

MC 133 APPLIED MUSIC — VOICE

(Two half-hour lessons a week) Private instruction in voice. 2-0-2*

MC 134 APPLIED MUSIC — VOICE

(Two half-hour lessons a week) This is a continuation of MC 133, Applied Music — Voice. 2-0-2*

MC 141 CLASS VOICE

This course includes instruction in tone production, diction, music reading, and repertory. Each student is given opportunity for individual aid. 0-2-1*

MC 142 CLASS VOICE

(Prerequisite: MC 141, Class Voice, or equivalent) This course is a continuation of MC 141, Class Voice. 0-2-1*

MC 191 SIGHT SINGING

This course provides a practical approach to sight singing techniques, including pitch and rhythmic reading, with emphasis on diatonic materials. 0-2-1*

MC 192 SIGHT SINGING

(Prerequisite: MC 191, Sight Singing, or equivalent) This course is a continuation of MC 191, Sight Singing. 0-2-1*

MC 201 MUSIC THEORY

(Prerequisite: MC 102, Music Theory, or equivalent. Co-requisite: MC 291, Sight Singing) This course is a continuation of MC 102, Music Theory, and includes the study of modulations to closely related keys, additional diatonic seventh chords, altered chords, and borrowed chords. 3-0-3*

*Lecture-Lab-Credit Hours

†A maximum of 4 semester hours credit may be applied toward the Associate of Arts Degree. Credit received for participation may be in addition to normal academic load.

MC 202 MUSIC THEORY

(Prerequisite: MC 201, Music Theory, or equivalent. Co-requisite: MC 292, Sight Singing) This course is a continuation of MC 201, Music Theory, and includes the study of secondary dominants, other seventh chord and altered chord structures, chords of the ninth, eleventh, and thirteenth, and advanced modulations. The shorter music forms are studied through analysis and original composition. 3-0-3*

MC 203 KEYBOARD HARMONY

(Prerequisites: MC 102, Music Theory, and MC 122, Applied Music—Piano, or their equivalents) This course provides a practical application through the medium of the keyboard of the materials studied in Music Theory, with emphasis on realization of bass figurations, modulations, harmonization of melodies, transpositions, and improvisation. 0-2-1*

MC 204 KEYBOARD HARMONY

(Prerequisite: MC 203, Keyboard Harmony, or equivalent) This course is a continuation of MC 203, Keyboard Harmony. 0-2-1*

MC 205 CONCERT BAND

This course is a continuation of MC 105 and MC 106, Concert Band.† 0-3-1*

MC 206 CONCERT BAND

A continuation of MC 205, Concert Band.† 0-3-1*

MC 207 COLLEGE SINGERS

This is a continuation of MC 108, College Singers.† 0-3-1*

MC 208 COLLEGE SINGERS

This is a continuation of MC 207, College Singers.† 0-3-1*

MC 213 CHURCH MUSIC

(Prerequisite: MC 110, Music Appreciation, or equivalent) This course is a survey of liturgies, a study of music appropriate to the church calendar. It includes the study of hymns, responses, anthems, choral music for service use, and the church music program. 2-0-2*

MC 214 CHURCH MUSIC

(Prerequisite: MC 213, Church Music) This course is a continuation of MC 213, Church Music, and includes the principles of service playing, organ literature, and a study of the larger forms of choral music. 2-0-2*

MC 215 CONDUCTING

This is a course in the basic techniques of choral and instrumental conducting. It includes an introductory study of basic conducting

*Lecture-Lab-Credit Hours

†A maximum of 4 semester hours credit may be applied toward the Associate of Arts Degree. Credit received for participation may be in addition to normal academic load.

techniques, score reading and interpretation, and is especially designed for the terminal student in music. 2-0-2*

MC 221 APPLIED MUSIC

(One half-hour lesson a week) This is a continuation of MC 122, Applied Music. 1-0-1*

MC 222 APPLIED MUSIC

(One half-hour lesson a week) This is a continuation of MC 221, Applied Music. 1-0-1*

MC 223 APPLIED MUSIC

(Two half-hour lessons a week) This is a continuation of MC 123, Applied Music. 2-0-2*

MC 224 APPLIED MUSIC

(Two half-hour lessons a week) This is a continuation of MC 223, Applied Music. 2-0-2*

MC 226 BRASS TECHNIQUES

This course provides basic class instruction in brass instruments and is recommended for Music Education majors. 0-2-1*

MC 227 WOODWIND TECHNIQUES

This course provides basic class instruction in woodwind instruments, and is recommended for Music Education majors. 0-2-1*

MC 228 STRING TECHNIQUES

This course provides basic class instruction in violin, viola, cello, and string bass, and is recommended for Music Education majors. 0-2-1*

MC 231 APPLIED MUSIC — VOICE

(One half-hour lesson a week) This is a continuation of MC 132, Applied Music—Voice. 1-0-1*

MC 232 APPLIED MUSIC — VOICE

(One half-hour lesson a week) This is a continuation of MC 231, Applied Music—Voice. 1-0-1*

MC 233 APPLIED MUSIC — VOICE

(Two half-hour lessons a week) This is a continuation of MC 134, Applied Music—Voice. 2-0-2*

MC 234 APPLIED MUSIC — VOICE

(Two half-hour lessons a week) This is a continuation of MC 233, Applied Music—Voice. 2-0-2*

MC 291 SIGHT SINGING

(Prerequisite: MC 192, Sight Singing, or equivalent) This course provides a practical approach to sight singing techniques, including pitch and rhythmic reading, with emphasis on chromatic materials. 0-2-1*

*Lecture-Lab-Credit Hours

MC 292 SIGHT SINGING

(Prerequisite: MC 291, Sight Singing, or equivalent) This course is a continuation of MC 291, Sight Singing. 0-2-1*

MC 070 MUSIC THEATRE WORKSHOP

This is a course designed to acquaint the student with the skills and techniques of music theatre performance. Various aspects of acting and singing are studied. Excerpts from appropriate repertory are used for the application of these skills and techniques. No credit.

MC 071 THE STAGE BAND

This organization provides opportunities for a student to study and perform music in the jazz idiom. Two rehearsals weekly. No credit.

MC 072 STRING ENSEMBLE

This organization affords the student an opportunity to perform various chamber music media. Two rehearsals weekly. No credit.

COMMUNITY SERVICE

THE PALM BEACH COMMUNITY CHORUS. This choral group is co-sponsored by Palm Beach Junior College and the Department of Adult and Veteran Education. Membership is open to any member of the college and community who enjoy singing major choral works. Rehearsals are held one night each week. No credit.

*Lecture-Lab-Credit Hours

NURSING

(University Parallel)

This program is intended to give the student the first two years of a four year course leading to a Bachelor's Degree in nursing. Since requirements of colleges vary, students should obtain a catalog of the senior college to which they intend to transfer and consult with the Dean of the School of Nursing in order to obtain optimum choice of courses at Junior College. In some cases it may be advisable to transfer at the end of the freshman year.

FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER		CREDIT
		Fall Term	Winter Term	
CY 101-102	General College Chemistry	4	4	
EH 101-102	Freshman Communications	3	3	
BY 156	Microbiology		3	
HH 101	Personal & Community Hygiene	2		
MS 106	Math for General Education		3	
PE	Physical Education	1	1	
SS 101-102*	Social Inst.; Political Inst.	3	3	
Elective		3		
		16	17	

SOPHOMORE YEAR

AT 110	History and Appreciation of Art		2	
or				
MC 110	Music Appreciation	(2)		
BY 151-152	Anatomy & Physiology	3	3	
EH	Literature		3	
HE 101	Elements of Nutrition	3		
HY 101	Ancient & Medieval Civilizations....	3		
or				
HY 201	U.S. History to 1865	(3)		
HY 102	Modern Civilizations		3	
or				
HY 202	U.S. History from 1865	(3)		
PE	Physical Education	1	1	
PY 201	General Psychology	3		
PY 202	Personality Development		3	
SP 101	Fundamentals of Speech	3		
		16	15	

*PL 201 or HY 201 may be substituted for SS 102.

NURSING

(Specialized, Business, Technical, Professional Program)

This course is open to both men and women, married or single. It is approved by the Florida State Board of Nursing and graduates are eligible to take the state examination for licensure to practice as Registered Nurses. The program as outlined here leads to graduation with the Associate of Science Degree. Clinical experience is in the local hospitals, and other community agencies. Students are assigned to the clinical area and are responsible for providing their own transportation. Palm Beach Junior College reserves the right to drop from the Nursing Program any student who, in the opinion of the Chairman of the Nursing Department, does not perform satisfactorily in the clinical area. In addition to the records required by the Registrar, each applicant is required to furnish a copy of his birth certificate.

FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER	HOURS	CREDIT
		Fall Term	Winter Term	Spring Term
BY 151-152	Anatomy & Physiology	3	3	
BY 156	Microbiology		3	
CY 100 or 105	Introduction to Chemistry	3-4		
EH 101-102	Freshman Communications	3	3	
NG 101	Fundamentals of Nursing	3		
NG 102-103	Medical & Surgical Nursing		3	4
HE 103	Nutrition for Nurses	2		
PE	Physical Education	1	1	
PY 201	General Psychology		3	
		15-16	16	4

SOPHOMORE YEAR

NG 201	Medical & Surgical Nursing	6		
NG 202-203	Maternal & Child Care	3	7	
NG 204* or Electives**	Psychiatric Nursing	4-3	4-3	
NG 205	Nursing Trends		2	
PE	Physical Education	1	1	
SS 101-102***	Social Inst.; Political Inst.	3	3	
		17-16	17-16	

*Half of the class will take NG 204 in the fall and Humanities in the winter. The other half of the class will reverse the sequence.

**Humanities, including two of the following: Art Appreciation, Music Appreciation, or Literature.

***PL 201 or HY 201 may be substituted for SS 102.

NURSING

NG 101 FUNDAMENTALS OF NURSING

(Co-requisites: CY 100, 101 or 105 and BY 151 Anatomy and Physiology) This course is an orientation to the field of nursing and includes basic concepts and procedures. Emphasis is placed on normal health needs, defining nursing problems and application of techniques in the laboratory. Offered in the fall term. 1-6-3*

NG 102 MEDICAL AND SURGICAL NURSING

(Prerequisite: NG 101 Fundamentals of Nursing) This segment is an introduction to nursing needs of the adult with more common medical and surgical conditions, emphasizing prevention of illness, rehabilitation and care of chronically and acutely ill. Through patient centered teaching, the clinical experience provides opportunity for development of skills by utilizing principles of nursing care, diet therapy, drug therapy, mental hygiene and patient and family teaching. Offered in the winter term. 1-6-3*

NG 103 MEDICAL AND SURGICAL NURSING

(Prerequisite: NG 102 Medical and Surgical Nursing) This is a continuation of NG 102. Offered in the first session of the spring term only. 2-6-4*

NG 201 MEDICAL AND SURGICAL NURSING

(Prerequisite: NG 103 Medical and Surgical Nursing) This provides a continuation of NG 103 with emphasis on more difficult nursing problems encountered in care of the adult with medical or surgical conditions. Experience in the clinical area supplements the course. Patient centered nursing and conferences are utilized to assist the student in integrating knowledge and skill essential for providing optimum nursing care. Offered in the fall term only. 3-9-6*

NG 202 MATERNAL AND CHILD CARE

(Prerequisite: NG 103 Medical and Surgical Nursing) This course is family centered. Emphasis is placed on normal aspects of the maternity cycle and prevention of complications. In child care, emphasis is placed on normal growth and development of the child from infancy through adolescence and on individualized care in health and disease. Offered in the fall term. 2-3-3*

NG 203 MATERNAL AND CHILD CARE

(Prerequisite: NG 202 Maternal and Child Care) This is a continuation of NG 202. Offered in the winter term. 3-12-7*

*Lecture-Lab-Credit Hours

NG 204 PSYCHIATRIC NURSING

(Prerequisite: NG 103 Medical and Surgical Nursing) This is a study of the principles of psychiatric nursing, problems related to the application of these principles and supervised practice in the application of psychiatric nursing principles to the care of patients. Offered in both the fall and winter terms. 1-6-3*

NG 205 NURSING TRENDS

(Prerequisite: NG 201 Medical and Surgical Nursing) Current developments in nursing and the responsibilities of the nurse will be included in this course. Offered in the winter term. 2-0-2*

PHILOSOPHY

PI 101 INTRODUCTION TO PHILOSOPHY

This course is designed to acquaint the student with the nature of philosophy, its methods and some of the major problems with which it has been concerned from the pre-Socratic era to the present. Special attention is given to the source of ideas and their relationship to science, art, religion and socio-political developments. 3-0-3*

I02 MAJOR MORAL THEORIES

(Prerequisite: PI 101 Introduction to Philosophy) This course involves an exploration of the role of the major theories of the good life in influencing decision-making by individuals and by society. 3-0-3*

PHYSICAL EDUCATION

(University Parallel)

FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT
AT	History and Appreciation of Art	2
BY 101-102	General Biology	8
EH 101-102	Freshman Communications	6
HH 101	Personal & Community Hygiene	2
HH 103	First Aid	1
PE	Physical Education	2
PE 230	Introduction to Physical Education	3
SS 101-102*	Social Inst.; Political Inst.	6
Electives		2
		32

SOPHOMORE YEAR

AT 112	Arts & Crafts	3
EH	Literature	6
HH 104	First Aid Instructor	1
MC 110	Music Appreciation	2
MS 106	Mathematics for General Education	3
PE	Physical Education	2
PY 201-203	Gen. Psych; Child Growth & Dev.	6
SP 101	Fundamentals of Speech	3
Electives		6
		32

*PL 201 or HY 201 may be substituted for SS 102.

PHYSICAL EDUCATION

PE 101 TEAM ACTIVITIES FOR MEN

Provision is made in this course for a general review of a variety of team activities. Skills, strategy, and application of the rules of soccer, speedball and gatorball will be included with flag-football and softball reviewed when in season. 0-2-1*

PE 102 TEAM ACTIVITIES FOR WOMEN

This basic course includes the skills, strategy, and application of rules for volleyball and soccer. Other activities such as basketball, speedball, and softball may be taught when in season. 0-2-1*

PE 103 BADMINTON FOR MEN

This course offers instruction in basic skills and fundamentals with practice in singles and doubles play. 0-2-1*

PE 104 BADMINTON FOR WOMEN

Included in this course are skills, strategy, and application of rules for badminton. 0-2-1*

PE 105 VOLLEYBALL FOR MEN

This course introduces the student to the various skills and fundamental techniques of volleyball. 0-2-1*

PE 107 GYMNASTICS FOR MEN

This course is designed to develop elementary skill and acquire safety procedures. Opportunity is provided for learning basic skills on the various type of gymnastic apparatus. 0-2-1*

PE 108 RECREATIONAL LEADERSHIP FOR WOMEN

This course includes the theory and practice in team and individual activities with respect to skills, strategy, application of rules, officiating methods and the conduct of matches and tournaments. 0-2-1*

PE 109 WRESTLING FOR MEN

This course introduces the student to the various rules, skills and fundamental techniques of wrestling. 0-2-1*

PE 110 STUNTS AND TUMBLING FOR WOMEN

This course is designed to develop elementary skill and acquire safety procedures. Opportunity is provided for learning basic skills in individual and dual stunts, tumbling, and pyramid building. 0-2-1*

PE 111 STUNTS AND TUMBLING FOR MEN

This course is designed to develop elementary skill and acquire

*Lecture-Lab-Credit Hours

safety procedures. Opportunity is provided for learning basic skills in individual and dual stunts, tumbling, and pyramid building. 0-2-1*

PE 201 ARCHERY (CO-ED)

This course is designed to provide the student with basic skills, techniques and knowledge in archery. 0-2-1*

PE 203 RECREATIONAL GAMES (CO-ED)

This course offers activities of a recreational nature with emphasis on participation in table tennis, croquet, deck tennis and other activities subject to staff approval. 0-2-1*

PE 204 BOWLING (CO-ED)

This course is designed to develop performance and skills in bowling. (Activity card purchased at bookstore—\$15.00) 0-2-1*

PE 205 BEGINNING SWIMMING (CO-ED)

This course is designed to equip the student with basic water safety skills and knowledge. 0-2-1*

PE 206 INTERMEDIATE SWIMMING (CO-ED)

This course provides the student with the opportunity to learn the elements of good swimming. 0-2-1*

PE 207 SENIOR LIFESAVING (CO-ED)

This course is a combination of skills and knowledge with a positive attitude toward water safety. Successful completion qualifies the student for the American Red Cross Senior Lifesaving Certificate. (Activity card purchased at bookstore—\$3.75) 0-2-1*

PE 208 FUNDAMENTALS OF INTERPRETIVE MOVEMENT (CO-ED)

Included in this course are theory and practice of basic body conditioning exercises, fundamentals of movement and its relationship to rhythm and music. 0-2-1*

PE 209 ADVANCED INTERPRETIVE MOVEMENT (CO-ED)

This course is designed to give the student further opportunity to pursue the study and application of rhythmic movement through combining acquired skills and knowledge. 0-2-1*

PE 210 WATER SKIING (CO-ED)

This course is designed to develop elementary performance and skills in water skiing. (Activity card purchased at bookstore—\$25.00) 0-2-1*

PE 211 FOLK AND SQUARE DANCING (CO-ED)

This course includes the study, practice, and application of basic

*Lecture-Lab-Credit Hours

skills in the square dance and other folk dances of America and other countries. 0-2-1*

PE 212 GOLF (CO-ED)

This class is designed to offer instruction in the fundamental skills and the application of the rules for golf. (Activity card purchased at bookstore—\$8.00) 0-2-1*

PE 213 TENNIS (CO-ED)

This course is designed to provide the student with basic skills, techniques, fundamentals, strategy, and application of rules in tennis. 0-2-1*

PE 230 INTRODUCTION TO PHYSICAL EDUCATION

(Prerequisite: Open only to declared PE majors and minors) This course is an introduction to physical education and related areas, including history, program, training and professional opportunities. 3-0-3*

PE 231 CREATIVE ACTIVITIES FOR PRE-SCHOOL AND PRIMARY CHILDREN

Exploration and study of story-telling, pantomime, interpretive dance, verse choir, and related creative activities for pre-school and primary children. 2-2-3*

PE 232 SURVEY OF DANCE

This course includes history, practice, and application of basic dance forms and traditional dance skill, including ballet, creative dance, folk dance, and square dance. 2-2-3*

PHYSICAL THERAPY

(University Parallel)

FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER HOURS	CREDIT
AT	History & Appreciation of Art	2	
or			
MC 110	Music Appreciation	(2)	
CY 101-102	General College Chemistry	8	
EH 101-102	Freshman Communications	6	
HH 101	Personal & Community Hygiene	2	
MS 111-121	College Algebra; Trigonometry	6	
PE	Physical Education	2	
SS 101-102*	Social Inst.; Political Inst.	6	
			32

SOPHOMORE YEAR

BY 101-102	General Biology	8	
EH	Literature	3	
PE	Physical Education	2	
PH 201-202	General Physics	8	
PY 201-202	Gen. Psych.; Pers. Development	6	
LC 101	Art of Thinking	3	
Electives		2	
			32

*PL 201 or HY 201 may be substituted for SS 102.

PHYSICS

(University Parallel)

The physics program is designed for the above average student. Other students desiring to have a major in physics must plan to take five terms of study.

FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT
CY 101-102	General College Chemistry	8
EH 101-102	Freshman Communications	6
SS 101	Social Institutions	3
MC 110	Music Appreciation	2
MS 204-205	Anal. Geom. & Calculus I; II	8
PH 205	Gen. Physics with Calculus I	4
PE	Physical Education	2
		33

SOPHOMORE YEAR

EH	Literature	3
GN 101-102*	Elementary German	6
HH 101	Personal and Community Hygiene	2
MS 206	Anal. Geom. and Calculus III	4
MS 207	Differential Equations	3
MS 209	Elementary Linear Algebra	3
PH 206-207	Gen. Physics with Calculus II; III	7
PE	Physical Education	2
SS 102**	Political Institutions	3
		33

*French may be elected.

**PI. 201 or HY 201 may be substituted for SS 102.

PHYSICS.

PH 201 GENERAL PHYSICS

(Prerequisite: MS 103 & 104 or MS 121, or two units of high school algebra, one unit of geometry, one-half unit of trigonometry) This course in Physics is designed for pre-medical and pre-dental students, liberal arts students not majoring in a physical science or mathematics, and students following the technology program. This term covers heat, mechanics, and sound with emphasis on the fundamental concepts and laws of physics and their applications. 3-2-4*

PH 202 GENERAL PHYSICS

(Prerequisite: PH 201 General Physics) This course covers light, magnetism, electricity, electronics, atomics, and nucleonics. 3-2-4*

PH 205 GENERAL PHYSICS WITH CALCULUS I (MECHANICS AND HEAT)

(Co-requisite: MS 204, Analytic Geometry and Calculus I) This is the first course of the three term sequence: PH 205, PH 206, and PH 207. This sequence in physics uses the calculus and is designed for students with above average mathematical background. Topics included in the first course are: scalars, vectors and vector manipulations, kinematics of translation, force, mass and the dynamics of translation, Newton's second law applications, friction, statics, angular quantities, circular motion, dynamics of rotation, work, energy, power, impulse, momentum, elasticity, simple harmonic motion, gravitation, statics and dynamics of fluids, temperature, heat quantities, heat transfer, and kinetic theory and thermodynamics. 3-3-4*

PH 206 GENERAL PHYSICS WITH CALCULUS II (WAVES, ELECTRICITY, MAGNETISM, AND OPTICS)

(Prerequisite: PH 205, General Physics with Calculus) This is the second term of the three-term sequence. Topics included are: wave theory, simple harmonic waves, sound, electrostatics, current electricity, electrolysis, thermoelectricity, electromagnetism, magnets, magnetic circuits, alternating currents, electronics, reflection, refraction, spherical lenses, aberration, optical instruments, interference and diffraction, polarization, and elementary quantum phenomena. 3-3-4*

PH 207 GENERAL PHYSICS WITH CALCULUS III (MODERN PHYSICS)

(Prerequisite: PH 206, General Physics with Calculus or adequate score on entrance test administered by the department) This is the third term of the three term sequence. Topics included are: special theory of relativity, introductory quantum theory, atomic

*Lecture-Lab-Credit Hours

structure, radiation, nuclear structure, solid state, elementary particles, and plasmas. 3-0-3*

PHYSICAL SCIENCE

PS 101 SURVEY OF PHYSICAL SCIENCE

A thorough study of the fundamentals, theories, laws, and principles of physical science is made in this course. Some topics included are as follows: matter (solid, liquid, gas); motion; vibrations and waves; heat and temperature; electricity; light; modern views on space, time, and motion; molecules; chemistry of life; and transistors. 3-0-3*

PS 102 SURVEY OF PHYSICAL SCIENCE

(Prerequisite: PS 101) This is a continuation of PS 101. Some topics included are atoms, the nucleus, elementary particles, earth science, the solar system, stars, cosmology, and the science of tomorrow. Laboratory will be provided. 3-2-4*

POLITICAL SCIENCE

PL 201 AMERICAN NATIONAL GOVERNMENT

This course strives to develop an understanding and appreciation of the political institutions of the United States. Its principal feature is an exhaustive study of the origin, nature and development of the Constitution of the United States. The course also includes a discussion of political parties, pressure groups, economic blocks, sectional interests, bodies of political and social opinion and other forces which influence the process of government. 3-0-3*

PL 202 AMERICAN STATE AND LOCAL GOVERNMENT

A continuation of the study of the government of the United States, this course emphasizes the role of the national administration, our federal system as it relates to state governments, including taxation problems, law enforcement and the administration of justice, problems of metropolitan areas, interstate relationships, government regulations, operation of public utilities and public planning. 3-0-3*

PRE-AGRICULTURE

(University Parallel)

This program will provide the necessary General Education requirements for the first two years of college, and in addition, includes sufficient basic sciences so the student will be fitted to enter the agricultural program of the college of his choice. Students planning to study Forestry at the University of Florida should include MS 204 in the sophomore year.

FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER HOURS	CREDIT
BY 101-102	General Biology	8	
BY 203	Genetics	3	
EH 101-102	Freshman Communications	6	
HH 101	Personal & Community Hygiene	2	
MS 111	College Algebra	3	
MS 121	College Trigonometry	3	
PE	Physical Education.....	2	
SS 101-102*	Social Inst.; Political Inst.	2	
Elective		2	
			—
			31

SOPHOMORE YEAR

BY 221	Horticulture	3	
BY 211	Botany	4	
CY 101-102	General College Chemistry	8	
EH	Literature	3	
PE	Physical Education	2	
AT	History & Appreciation of Art	2	
or			
MC 110	Music Appreciation	(2)	
**Electives		14	
			—
			36

*PL 201 or HY 201 may be substituted for SS 102.

**Suggested elective: PH 201 and PH 202. (Should have Trigonometry as pre-requisite or co-requisite.

PRE-LABORATORY TECHNOLOGY

(University Parallel)

This program is intended to give the student the first two years of a four year course leading to a bachelor's degree in laboratory technology. Since this is not a terminal course, the choice of electives will depend on the requirements of the hospital at which the student is planning to complete his program. Three years of college training are required before admission to an approved school of medical technology.

FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT
BY 101-102	General Biology	8
BY 156	Microbiology	3
CY 101-102	General College Chemistry	8
EH 101-102	Freshman Communications	6
HH 101	Personal & Community Hygiene	2
PE	Physical Education	2
SS 101-102*	Social Inst.; Political Inst.	6
		35

SOPHOMORE YEAR

BY 203	Genetics	3
BY 205	Experiments in Genetics	1
CY 202	Quantitative Analysis	4
CY 211-212	Organic Chemistry	8
EH 201	English Literature	3
MC 110	Music Appreciation	2
or		
AT	History & Appreciation of Art	(2)
MS 111-121**	College Algebra; Trigonometry	6
PE	Physical Education	2
Electives		3
		32

*PL 201 or HY 201 may be substituted for SS 102.

**Any more advanced math course may be elected.

PRE-MEDICINE, PRE-DENTISTRY, PRE-PHARMACY and PRE-VETERINARY

(University Parallel)

This course will meet the minimum requirements for admission to most medical and dental schools. While students are admitted to dental schools after two years of pre-professional work, medical schools require at least three, and usually four years of pre-professional work. In all cases, the student must correspond with the school to which he is planning to transfer in order that he may know the specific requirements for admission thereto.

FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER	HOURS	CREDIT
BY 101-102	General Biology	8		
CY 101-102	General College Chemistry	8		
EH 101-102	Freshman Communications	6		
MS 111-121	College Algebra; Trigonometry	6		
PE	Physical Education	2		
SS 101-102*	Social Inst.; Political Inst.	6		
				36

SOPHOMORE YEAR

AT	History & Appreciation of Art	2		
or				
MC 110	Music Appreciation	(2)		
BY 201-202** ..	Comp. Vertebrate Anatomy	6		
CY 211-212	Organic Chemistry	8		
EH 201	English Literature	3		
HH 101	Personal & Community Hygiene	2		
PE	Physical Education	2		
PH 201-202	General Physics	8		
†Electives		3-4		
				34-35

*PL 201 or HY 201 may be substituted for SS 102.

**For Pre-Pharmacy students, BA 101-102 or CY 202 may be elected.

†CY 202 or PY 201 should be elected.

PSYCHOLOGY

PY 201 GENERAL PSYCHOLOGY

Designed to provide a representative survey of psychology, this course explores scientifically various aspects of human behavior and adjustment. The major emphases are on the study of important philosophical forces, the structure and function of personality, individual and group differences, the nature of intelligence, the motivational aspects of behavior and emotions, the learning process and an orientation and critical appraisal of current psychological tests. 3-0-3*

PY 202 PERSONALITY DEVELOPMENT

(Prerequisite: PY 201, General Psychology or permission of the instructor) This course is a summary of the theories, methods and research of psychologists, organized on the basis of personality as a science. The goals, theories and methods of the science first are introduced and then applied in turn to the understanding of personality traits, to the dynamic structure of personality as a whole, and to the interaction and structure of the environment. Because the goals of the science include the control of personality, as well as an understanding of its mechanisms, applications to personal and social problems are considered within this framework. 3-0-3*

PY 203 CHILD GROWTH AND DEVELOPMENT

(Prerequisite: PY 201 General Psychology or permission of the instructor) This course offers an approach to the study of children. It includes a survey of problems, principles and achievements in the field of psychology as these contribute to the personal development and general welfare of the individual in his relationship to the social world, scientific method, biological foundation of behavior, personality, motivation, emotions, individual differences and reactions to conflict. The course will require observations of children from the pre-school through the high school levels. 3-0-3*

PY 204 EDUCATIONAL PSYCHOLOGY

(Prerequisite: PY 201, General Psychology or permission of the instructor) This course is specifically designed to aid the prospective teacher in gaining an understanding of the basic psychological principles which will place him in a favorable position in dealing with the varied problems in a classroom situation. It particularly emphasizes the intellectual, social, emotional and physical factors of growth and development as these relate to the learning process. Offered in Evening only. 3-0-3*

RELIGION

RN 101 THE OLD TESTAMENT

This course is primarily an introduction to the study of the Bible. It deals with the history, literature, geography and religion of Israel and surrounding peoples through the Exile and Restoration. Course materials include the English Bible in various translations, authoritative source materials in the area of Old Testament study and the instructor's notes. 2-0-2*

RN 102 THE NEW TESTAMENT

This course is essentially an introduction to the study of the New Testament. It involves a study of the language, literature and geography of the New Testament era. A study is also made of the discovery of the ancient manuscripts, history of modern translations, period between the Testaments, harmony of the Gospels and the history of the early church in the Acts and Epistles. Course materials include the English Bible in various translations, authoritative source materials in the area of New Testament study and the instructor's notes. 2-0-2*

RN 201 INTRODUCTION TO THE MAJOR RELIGIONS OF THE WORLD

This course introduces the student to an understanding of the major religions of the world. Religions studied are: Primitivism, Hinduisim, Judaism, Shinto, Zoroastrianism, Taoism, Jainism, Buddhism, Confucianism, Christianity, Islam, and Sikhism. Each religion is dealt with in terms of its historical development, basic beliefs, practices, and contemporary importance. 3-0-3*

*Lecture-Lab-Credit Hours

RETAILING

(Specialized, Business, Technical, Professional Program)

The Retailing curriculum is a mid-management program leading to the Associate of Science degree. The curriculum has been planned to combine classroom instruction with realistic, supervised, on-the-job training and experience. The specialized Retailing program is designed to prepare young men and women for challenging opportunities in rewarding retailing careers.

FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER HOURS	CREDIT
BA 212	Principles of Marketing	3	
BA 214	Salesmanship	3	
EH 101	Freshman Communications	3	
HH 101	Personal and Community Hygiene	2	
PE	Physical Education	2	
RG 101	Retail Buying	3	
RG 102	Textiles	3	
RG 103-104	Intro. to Job & Retail Practicum I; II	6	
RG 106	Merchandise Mathematics	3	
SS 101-102*	Social Inst.; Political Inst.	6	
			34

SOPHOMORE YEAR

AT 210	Interior Design	2	
BA 101	Principles of Accounting	3	
BA 204	Principles of Economics	3	
BA 207	Business Law	3	
PE	Physical Education	2	
RG 105	Apparel Accessories & Home Furn. .	3	
RG 107	Retail Advertising & Promotion	2	
RG 108	Retail Mgmt. & Personnel Problems	3	
RG 109	Retail Credit	2	
RG 110	Ready-to-Wear Apparel	2	
RG 111-112	Supervised Job Seminar I; II	6	
SP 101	Fundamentals of Speech	3	
			34

*PL 201 or HY 201 may be substituted for SS 102.

RETAILING

RG 101 RETAIL BUYING

A study of the principles, procedures, and techniques of buying, pricing merchandise, and of determining consumer demand. Particular attention will be given to the problems of when and how to buy, and sources of supply. The organization and function of major divisions in retail establishments are studied to promote an understanding of the varied responsibilities and activities of buyers. Field trips will supplement class lectures and discussions. 3-0-3*

RG 102 TEXTILES

A study of the characteristics, care, and uses of major textiles, fibers, and fabrics. Attention is given to the processes of weaving, dyeing, printing, and finishing. Practice in identification of fibers, weaves, and fabric finishes is also included. 3-0-3*

RG 103 INTRODUCTION TO JOB AND RETAIL PRACTICUM I

Class discussion and lecture include problems of job placement; sources of retail job information; interview techniques and methods; job application problems; appearance, grooming and attitudes as factors in job placement and promotion. Conferences, counseling, and follow-up interviews will be scheduled individually to make the relationship of classroom theory and store service experience meaningful. Open only to first year Retailing majors. 1-9-3*

RG 104 INTRODUCTION TO JOB AND RETAIL PRACTICUM II

A continuation of RG 102. 1-9-3*

RG 105 APPAREL ACCESSORIES AND HOME FURNISHINGS

A study of the style, construction, and quality of apparel accessories. Basic concepts of the application of color, line, and design to fashion will be included. Problems in fashion coordination and the analysis of fashion trends will be covered. A study of the materials, manufacture, and sources involved in the home furnishings division. Merchandising techniques will be related to both classifications. 3-0-3*

RG 106 MERCHANDISE MATHEMATICS

A study of the mathematics of retail merchandising. The mechanics of merchandise control and plans, the retail method of inventory, markups, margins, open to buy, discounts, and other essential retail calculations. 3-0-3*

RG 107 RETAIL ADVERTISING AND PROMOTION

A study of the planning and preparation of retail advertising and promotion with emphasis on the smaller retailer. Practice will be

*Lecture-Lab-Credit Hours

given in retail copy and layout; selecting media; and research. Projects will be related to the student's interest. 2-0-2*

RG 108 RETAIL MANAGEMENT AND PERSONNEL PROBLEMS

An integrated study of retail management functions, decision making, and problems will be made. The emphasis will be on operations, merchandising, and sales promotion procedures with particular attention to the principles of personnel administration and the problems involved. 3-0-3*

RG 109 RETAIL CREDIT

A study of retail credit and collection principles, the organization of personnel and procedures, the formation of policies, legal aspects, special problems, and the handling of complaints and adjustments will be included. Attention will be given to techniques of maintaining good customer relations and increasing credit sales volume. 2-0-2*

RG 110 READY-TO-WEAR APPAREL

A study of the style, construction, and quality of men's, women's, and children's ready-to-wear apparel. Fashion trends, coordination, and the application of color, line, and design to ready-to-wear fashions are studied. 2-0-2*

RG 111 SUPERVISED JOB SEMINAR I

A planned program of independent research, observation, study, and work in selected retail firms is the crux of the seminar. Programs are designed to correlate classroom study with work experiences through seminar meetings and supervised field experiences. Open only to second year Retailing majors. Offered fall and winter terms. 1-9-3*

RG 112 SUPERVISED JOB SEMINAR II

A continuation of RG 111. 1-9-3*

SOCIAL SCIENCE

SS 101 SOCIAL INSTITUTIONS

This course explores the biological, psychological and social nature of man, including a study of man's participation in the multiplicity of social groups. The forces and factors that produce patterns of group life are examined with special emphasis on such basic American institutions as marriage and the family, education, recreation, religion, aesthetics and business. 3-0-3*

SS 102 POLITICAL INSTITUTIONS

This course introduces the student to the basic institution of government and highlights American political institutions, their characteristics, and major problems. The course expressly provides for a detailed study of the Constitution of the United States. 3-0-3*

SS 201 FAMILY RELATIONSHIPS

This course deals with the problems which are likely to be encountered by young married people in determining family goals, planning and budgeting the use of money, planning and preparing for children and for creating a satisfying family life. 3-0-3*

SS 205 INTRODUCTION TO SOVIET STUDIES

This course provides for the comprehensive study of the development of the modern Soviet State, and includes familiarization with the Russian culture, history, government and geography. The course traces the movement of Russian Communism and deals largely with the internal examination of the nature of Communism. 3-0-3*

SPANISH

SH 101 ELEMENTARY SPANISH

A basic knowledge of Spanish grammar and composition, reasonable pronunciation, and familiarity with the life and culture of native speakers of the language is provided in this course. A regularly scheduled period in the language laboratory is required. 3-1-3*

SH 102 ELEMENTARY SPANISH

(Prerequisite: SH 101 Elementary Spanish or equivalent) The course is a continuation of SH 101. The objectives are to continue the study of basic grammar, composition and pronunciation. Course materials contain information about the life and culture of native speakers of the language. A regularly scheduled period in the language laboratory is required. 3-1-3*

*Lecture-Lab-Credit Hours

SH 201 INTERMEDIATE SPANISH

(Prerequisite: SH 102 Elementary Spanish or equivalent) Objectives of this course are an enlarged comprehension of grammar and composition, continued attention to pronunciation, and further study of the life and culture of native speakers of the language through reading and discussions of selected literary works. The language laboratory is optional. 3-0-3*

SH 202 INTERMEDIATE SPANISH

(Prerequisite: SH 201 Intermediate Spanish or equivalent) The course is a continuation of SH 201. The objectives are to further the study of advanced grammar and composition and to enhance the appreciation of the life and culture of native speakers of the language. The language laboratory is optional. 3-0-3*

SH 213 CONVERSATIONAL SPANISH

(Prerequisite: SH 102 Elementary Spanish or equivalent) Emphasis in this course is on oral application of the Spanish language through conversations, discussions and oral themes. Students are given intensive oral laboratory practice. This course may be taken independently or concurrently with SH 201. 2-0-2*

SH 214 CONVERSATIONAL SPANISH

(Prerequisite: SH 102 Elementary Spanish or equivalent) This course is a continuation of SH 213. Intensive oral laboratory practice is given. It may be taken independently or concurrently with SH 202. 2-0-2*

SH 270 INTRODUCTION TO SPANISH LITERATURE

(Prerequisite: 4 years of secondary level Spanish, or SH 202 and/or SH 214, or permission of the Department Chairman) The course is designed to present the history of Spanish literature in a survey manner. The student is introduced to the major literary movements, representative authors, and works in chronological order from El Cid to the Golden Age. Lectures will be given in Spanish. Written and oral reports are assigned. 3-0-3*

SH 271 INTRODUCTION TO SPANISH LITERATURE

(Prerequisite: SH 270 or permission of the Department Chairman) The course is a continuation of SH 270 from 1800 to the 20th Century. 3-0-3*

SPEECH

(University Parallel)

FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER	HOURS	CREDIT
SP 101	Fundamentals of Speech		3	
BY 101-102	General Biology		8	
EH 101-102	Freshman Communications		6	
MC 141	Class Voice		1	
PE 208-209	Interpretive Movement		2	
SP 103	Introduction to the Theater		3	
SP 104	Techniques of Dramatic Art		3	
SP 105	Fundamentals of Stagecraft		3	
SP 106	Advanced Stagecraft		3	
SS 101	Social Institutions		3	
				35

SOPHOMORE YEAR

AT	History & Appreciation of Art	2
or		
MC 110	Music Appreciation	(2)
EH 201-202	English Literature	6
HH 101	Personal & Community Hygiene	2
MS 106	Math for General Education	3
PE	Physical Education	2
PY 201	General Psychology	(3)
or		
Language	Spanish, French, or German	6
SP 102	Public Speaking	3
SP 201	Discussion and Debate	3
SP 202	Acting	3
SS 102*	Social Institutions	3
		30-33

*PL 201 or HY 201 may be substituted.

SPEECH

SP 101 FUNDAMENTALS OF SPEECH

The course is designed to give the student the fundamental principles necessary to the development of an acceptable speaking voice and an effective informal conversational style. Emphasis is placed upon adjustments, voice, articulation, pronunciation, listening, the skills of oral reading and the skills of informative speaking. 3-0-3*

SP 102 PUBLIC SPEAKING

(Prerequisite: SP 101 Fundamentals of Speech, or permission of Department Chairman) The course is designed to give the student practice in critically analyzing contemporary speeches and speakers and in the delivery of various types of public speeches. There is continued instruction in organization, phrasing and diction. Special emphasis is placed upon purpose, audience and occasion. 3-0-3*

SP 103 INTRODUCTION TO THE THEATER

This course presents a general approach to the organization of the theater especially designed to develop the student's knowledge and appreciation of the theatre arts through an historic and contemporary study of the drama. 3-0-3*

SP 104 TECHNIQUES OF DRAMATIC ART

This course is a study of the theater showing the relationships of the various elements in the production of a play. It stresses both the aesthetic and practical place and function of the playwright, director, designer, technician and actor. 3-0-3*

SP 105 FUNDAMENTALS OF STAGECRAFT

This course presents lectures and practical laboratory experience in the construction, painting and handling of scenery; costume construction; make-up; and the making of properties. It stresses individual and group participation in the complete production of plays with special emphasis on the duties of the technical worker in today's theater. 3-0-3*

SP 106 ADVANCED STAGECRAFT

This course is a continuation of SP 105 with special emphasis on set design and lighting techniques. The student studies the principles of designing and executing model sets and sets for production along with the principles of stage lighting as it affects painted scenery, stage make-up, costume colors and materials and as it contributes to the overall effect of a production. 3-0-3*

*Lecture-Lab-Credit Hours

SP 201 DISCUSSION AND DEBATE

(Prerequisite: SP 101 Fundamentals of Speech, or equivalent) Examination of the principles and methods of discussion and debate is included in this course. The class studies and applies the speech forms of discussion in persuasion and argumentation. Forum and panel groups discuss current issues and problems of social and political interest. Debates are also held in the classroom. It is important for anyone signing up for debate class to see the Head of Communications Department about scheduling. 3-0-3*

SP 202 ACTING

(Prerequisite: SP 104 or special permission of Department Chairman) A study of the fundamental principles and techniques of acting. Training in pantomime, stage movement, characterization, and motivation is given. Students will present scenes from plays as classroom exercises. 3-0-3*

COLLEGE LIFE

STUDENT BODY ORGANIZATIONS

STUDENT GOVERNMENT. The management of student activities is vested in the Executive Council of the Student Government Association along with the elected Senate. Two faculty advisors are appointed each year by the President of the College.

HONORARY ORGANIZATIONS

PHI THETA KAPPA. Delta Omicron Chapter of Phi Theta Kappa, a national arts and science honor society for junior colleges, was instituted in 1943. The object of the society is to promote scholarship, to develop character and to cultivate fellowship among students. Members are chosen from the upper scholastic ten percent of the student body and must be of good moral character and possess recognized qualities of citizenship. Members must maintain at least a "B" average. This society offers rich social and cultural experiences.

PHI RHO PI. Florida Alpha Chapter of Phi Rho Pi, national honorary forensic society for junior colleges, was instituted in April, 1953. The purpose of this society is to promote the interests of debate, oratory, extemporaneous speaking, radio and other speech activities in the junior colleges. Active membership is conferred only upon regular junior college students who are in good standing and who have represented the college in intercollegiate debate, oratory, extemporaneous speaking, dramatic reading or similar forensic contests or who have achieved distinction in public speaking.

PHI RHO PI ALUMNI CHAPTER. Florida Alpha Alpha is the first and only alumni chapter of Phi Rho Pi in the United States. The purpose of this society is to encourage the arts of speech in the community and to assist the Florida Alpha Chapter of the college in worthwhile projects. Any former student of the Florida Alpha Chapter is eligible to join Florida Alpha Alpha.

SIGMA EPSILON MU. This society, instituted in 1958, was organized to promote scholarship, to develop character, to cultivate fellowship and to provide recognition for junior college students majoring in the fields of science, engineering and mathematics.

To be eligible for membership, a regular junior college student must earn and maintain a 2.5 overall average with a 3.0 average in his major subjects. The society awards a scholarship cup at graduation to the qualified sophomore with the highest point average in these fields.

STUDENT PUBLICATIONS

THE BEACHCOMBER. *The Beachcomber*, the college newspaper, is published on alternate Fridays. When the staff size is adequate and size is adequate and funds are available, the 'Comber is published

weekly. Although experience is preferred, a limited number of inexperienced students are accepted as trainees. Students receive practical, on-the-job training in the fields of reporting, advertising, editing, photography, and business management.

THE GALLEON. *The Galleon*, the college yearbook, is published in the late spring. Under the direction of a faculty advisor, the staff is selected from students who volunteer and are qualified to work on the yearbook.

MEDIA. The literary magazine is published in the spring. The contributions represent the best creative literary work by students. The staff membership is open to the student body.

SPECIAL INTEREST GROUPS

Amateur Radio Club. The Sunburst Amateur Radio Club is composed of students interested in amateur radio. No license is required to join. Classes are held to prepare non-licensed members for the FCC examinations. The club owns an FCC licensed station for the use of qualified members.

American Academy of Sciences. The Palm Beach Junior College Chapter of the Florida Collegiate Academy of Sciences was organized in June, 1958. Its purpose is to further the acquisition and exchange of information in the fields of mathematics, physical, biological and social sciences. Membership is open to any student or faculty member who is interested. The program includes the discussion of scientific subjects and field trips.

Art Club. All students attending the college who are interested in art are eligible for membership in this club. The purposes are to further individual art interests through group activities and to uphold high artistic standards on campus.

The Circle K Club. Sponsored by the West Palm Beach Kiwanis Club, was organized in October, 1952. It is composed of young men interested in service to the college and the community.

College Forum. The Forum is open to all students and faculty and meets regularly to discuss topics of mutual interest.

College Singers. Membership in the College Singers is open to all students who like to sing. A varied program of choral music is studied and performed.

Concert Band. Membership in the Concert Band is open to all qualified students who enjoy the study and performance of a wide variety of standard band literature.

Debate. This activity is open to all students. Training sessions are held once a week at the beginning of each term for those with no previous college debating experience. The Junior College debating teams have three levels of activity: practice debating, exhibition debating

groups and intercollegiate debating with other colleges. Within the past few years Palm Beach Junior College teams have won honors in several state contests. It is important for anyone interested in joining the Debat Club to see the Head of Communications Department about scheduling.

Dramatics. The Palm Beach Junior College players present several dramatic productions a year in the air-conditioned auditorium. The aim is to present educational theater in its highest form. Through these plays all students who are interested in dramatics may participate in any of the various media of theatrical art.

Mature Students Club. Older students returning to school after a period of years will find a congenial atmosphere in the Mature Students Club. This group meets biweekly for discussion of the profit, the pleasures, and the problems involved in college life for the older person. All mature students are welcome.

Foreign Language Club. The Foreign Language Club is composed of students enrolled in foreign language courses and is organized to afford the students personal expression with respect to languages and culture of French and Spanish-American nations.

Political Union. The Palm Beach Junior College Political Union is open to all students interested in government and politics. Meetings are held monthly with various men in public office as guest speakers. The Political Union is an affiliate of the Florida Citizenship Clearing House, and through this affiliation, each spring a selected student spends a week in Tallahassee as an observer of Florida government in action. Also, during the school year, members of the Political Union attend conferences sponsored by the Florida Citizenship Clearing House, both regional and statewide.

Religious Groups. The College endeavors to foster on the campus a religious atmosphere which functions in the everyday affairs of college life. Various religious organizations are formed from time to time by groups from the student body.

Student National Education Association. The membership is composed of students interested in the teaching profession. The John I. Leonard Chapter of S.N.E.A. seeks to provide its members with opportunities for developing personal growth and professional competencies and to provide experiences which will interest capable students in teaching as a career. This organization is affiliated with the National Education Association.

Veterans Association. Membership is made up of all veterans from the different branches of service. The aim of the club is to assist the veteran in adjusting to college life and to offer a social program equal to his maturity.

The club also works with the different reserve units to inform the non-veteran student as to his military obligation.

Student Nurses Association. The membership is composed of students enrolled in the Nursing curriculum. The group meets monthly and is organized for the purpose of further development of a sense of personal, professional and social responsibility.

SOCIAL CLUBS

Palm Beach Junior College has the following social organizations: Philo, Thi Del and Tri Omega for women and Phi Da Di, Alpha Fidelphia, Chi Sig and Tri Kappa Lambda clubs for men.

INTERCOLLEGIATE ATHLETICS

Palm Beach Junior College is a member of the Florida Junior College Conference and the National Junior College Athletic Association. Operating policies are established by the Faculty Athletic Committee. The program provides for the development of bodily strength, skill and agility and also provides an opportunity for experiences in self discipline and co-operation. Competition is offered in baseball, basketball, golf and tennis for men and women. Additional sports will be added when needs are indicated.

INTRAMURAL AND RECREATIONAL ACTIVITIES

Intramural and recreational activities are available to all students at Palm Beach Junior College. These activities are sponsored by the Department of Health and Physical Education with the assistance of the Student Intramural and Recreational Board.

The activities represent a broad selection of sports ranging from those of a highly competitive nature to those of a non-competitive type and include individual, dual, team and aquatic sports. Opportunities are available for students to participate in all phases of this program, whether it be planning and organizing activities, playing the activity or officiating a particular sports contest.

ASSEMBLIES

Two or more professional groups present Assembly programs for all students through the financial support of the College and the Student Government of Palm Beach Junior College. Annual programs by the Music Department are enjoyed by all students. The Music Department also performs twice a year for the formal tapping ceremony of Phi Theta Kappa, the national scholastic honor society for junior colleges.

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N O T E S

NOTES

NOTES

NOTES



SUPPLEMENT TO



PALM BEACH JUNIOR COLLEGE

1966

CATALOG

Additions and Corrections



CORRECTIONS

CHEMISTRY

CY 105 Chemistry Laboratory

(Prerequisite or co-requisite: CY 100)
A demonstration and study of some of the common skills and techniques in laboratory procedure. (For the students in Dental Hygiene and Medical Assistants programs.) 0-2-1*

GENERAL EDUCATION

Catalog page 39. Area II Mathematics
Delete the words, "except MS 107."

HOTEL-MOTEL

HR 120, Purchasing Management shown on page 89 under the freshman year program, should be changed to HR 212, Personnel Management. Also this footnote should be added:

University transfer students should substitute for HR 118-218 the following:

MS 106	3 credit hours
Natural Sciences	6-8 credit hours

*Lecture-Lab-Credit Hours

BUSINESS ADMINISTRATION

EDUCATIONAL SECRETARY

(Specialized, Business, Technical, Professional)

This curriculum meets the academic requirements of the professional standards program of the National Association of Educational Secretaries. All eight test areas are thoroughly covered. The Associate in Science degree is awarded upon successful completion of the course

FRESHMAN YEAR

<u>Course</u>	<u>Description</u>	<u>Semester Cr. Hrs.</u>
BA 100	 Introduction to Business	3
BA 101	 Accounting Principles	3
BA 110	 Mathematics of Finance	3
BE 100	 Office Machines	2
BE 103-104*	 Shorthand	6
BE 105-106*	 Typewriting.....	4
EH 101-102..	 Freshman Communications	6
SS 101	 Social Institutions	3
PE	 Physical Education	2
PY 201.....	 General Psychology	3
		<u>35</u>

*All typing courses and BE 102 and 104 may be waived if an appropriate score is made on the achievement test. Electives may be substituted. Suggested electives are: BA 102, 208, 205; DP 101, 102; SP 101.

Semester
Cr. Hrs.

<u>Course</u>	<u>Description</u>	
BA 204.....	Principles of Economics.....	3
BA 207.....	Business Law	3
BA 209.....	Florida School Laws and Regulations.....	3
BA 213	Principles of Supervision for Office Personnel.....	3
BA 271.....	Human Relations in Business.....	3
BE 101.....	Office Practice	3
BE 200	Business Communications.....	3
BE 201.....	Advanced Shorthand Dictation..	3
BE 202	Advanced Transcription	3
BE 205*	Advanced Typewriting	2
HH 101	Personal & Community Hygiene...	2
PE	Physical Education.....	2
PL 201.....	American National Government..	3
		<u>36</u>

*All typing courses and BE 102 and 104 may be waived if an appropriate score is made on the achievement test. Electives may be substituted. Suggested electives are: BA 102, 208, 205; DP 101, 102; SP 101.

* Lecture-Lab-Credit Hours

BA 209 FLORIDA SCHOOL LAWS AND REGULATIONS

The course includes a study of the Florida School Code and of the policies and regulations of the Board of Public Instruction, Palm Beach County.
3-0-3*

BA 213 PRINCIPLES OF SUPERVISION FOR OFFICE PERSONNEL

The purpose of this course is to present the important information a supervisor needs to know about her job in dealing with people, money, and machines. 3-0-3*

BA 271 HUMAN RELATIONS IN BUSINESS

This course helps formulate a set of objectives in human relations and develops techniques for accomplishing these objectives. Among the topics studied are: motivation, morale, productivity, organization, communications, work and incentives, leadership, and the executive and his roles.
3-0-3*

* Lecture-Lab-Credit Hours

DENTAL ASSISTANTS PROGRAM

(Specialized, Business, Technical, Professional)

This course covers a period of two terms plus the first session of the spring term, thereby totaling forty weeks per year. The following courses list the subject areas on a semester basis.

FRESHMAN YEAR

<u>Course</u>	<u>Description</u>	Semester		
		Hours	Credit	
		<u>Fall</u>	<u>Wtr</u>	<u>Spg</u>
BE 105 ...	Typewriting	2		
BE 200 ...	Business Communications		3	
DA 100 ...	Intro. to Dental Assisting...	1		
DA 101....	Sterilization & Microbiology.	2		
DA 102 ...	Preclinical Orientation	2		
DA 103 ...	Oral Anatomy & Physiology ...	3		
DA 104 ...	Related Dental Theory.....		4	
DA 105 ...	Elements of Dental Materials.		3	
DA 106 ...	Office Management.....			1
DA 110 ...	Clinical Practice I	3		
DA 111 ...	Clinical Practice II		3	
DA 112 ...	Clinical Practice III.....			6
DS 104 ...	Dental Radiology.....		2	
EH 101 ...	Freshman Communications	3		
PY 201 ...	Psychology		3	
		<u>16</u>	<u>18</u>	<u>7</u>

DENTAL LABORATORY TECHNOLOGY

(Specialized, Business, Technical, Professional)

This two-year curriculum includes all the areas of instruction as defined by the Council on Education and the American Dental Association. It is designed to conform to the policies and regulations of the Florida State Dental Society.

FRESHMAN YEAR

<u>Course</u>	<u>Description</u>	<u>Semester</u>		
		<u>Hours</u>	<u>Credit</u>	<u>Fall Wtr Spg</u>
BA 204....	Principles of Economics.....		3	
CY 101....	Gen.College Chemistry		4	
DA 105....	Elements of Dental Materials..	3		
DS 102....	Dental Anatomy & Physiology...	4		
DT 100....	Complete Dental Techniques I..	3		
DT 101....	Orientation & Terminology	1		
DT 102....	Comp. Dental Techniques II ...		4	
DT 103....	Cast Inlay Technique			3
DT 106....	Partial Denture Technique I...			3
EH 101-102	Freshman Communications	3	3	
PE	Physical Education	1	1	
		15	15	6

SOPHOMORE YEAR

DT 104....	Crown & Bridge Tech I.....	4		
DT 107....	Jurisprudence & Professional Relations		1	
DT 110....	Ceramic Techniques I		5	
DT 202....	Special Prosthesis.....			2
DT 204....	Crown & Bridge Tech II.....		4	
DT 206....	Partial Denture Tech II	3		
DT 210 ...	Ceramic Technique II			3
PE	Physical Education.....	1	1	
PS 102 ...	Survey of Physical Science ...	4		
SS 101-102	Social Inst.; Political Inst..	3	3	
		15	14	5

DA 100 INTRODUCTION TO DENTAL ASSISTING

This course presents the objectives, responsibilities, ethics, and scope of service of the dental assistant in practice. A working knowledge of dental terminology, personal hygiene, and grooming. 1-0-1*

DA 101 STERILIZATION & MICROBIOLOGY

A working knowledge of the types and uses of the sterilizing agents and equipment used in the dental office. The course includes instruction in the preparation of surgical trays and syringes. Also, a brief survey of micro-organisms, their biological characteristics, beneficial as well as detrimental effects, with emphasis on control by various methods of sterilization. 1-2-2*

DA 102 PRECLINICAL ORIENTATION

This course identified the various areas in the dental specialities. The laboratory includes instruction in the basic maintenance and care of equipment and instruments. A knowledge of the name, design, and use of all instruments commonly employed in a dental office. 1-2-2*

DA 103 ORAL ANATOMY AND PHYSIOLOGY

Study of histology and gross anatomy and also oral anatomy with the functional activity thereof; emphasis on morphology, growth, and development of primary and permanent dentitions. 2-2-3*

DA 104 RELATED DENTAL THEORY

Course designed for familiarization of common drugs and medicaments: pharmacological properties, thera-

* Lecture-Lab-Credit Hours

peutic applications and any toxicities; also a knowledge of nutrition with emphasis on relationship to oral health. Aspects of general oral pathology are covered in this course. In addition, recognition of dental emergencies and procedures to follow pertaining thereto. 4-0-4*

DA 105 ELEMENTS OF DENTAL MATERIALS

A series of lecture-demonstrations designed to acquaint the student with the nomenclature, characteristics, proper manipulation, and application of the materials used in the laboratory and clinical practice of dentistry. The procedures for purchasing and storage of supplies will be considered. 2-3-3*

DA 106 OFFICE MANAGEMENT

Study of practice administration: the methods by which the dentist conducts his practice and the related functions of the assistant. Aspects include speech and telephone communicating, patient management, bookkeeping as pertaining to daily records, appointment making, collections and billing; also filing as pertaining to a patient recall system, history taking, charting and record filing. 1-0-1*

DA 110 CLINICAL PRACTICE I

The dental assistant student will receive individual instruction in all phases of chairside dental assisting. 0-9-3*

DA 111 CLINICAL PRACTICE II

Continuation of DA 110. 0-9-3*

DA 112 CLINICAL PRACTICE III

Continuation of DA III. 0-24-6*

* Lecture-Lab-Credit Hours

DT 100 COMPLETE DENTURE TECHNIQUES I

This course is designed to teach the student the various phases of full denture construction. The laboratory work consists of the construction of custom trays, base plates, stabilized occlusion, and mounting casts. The set-up of artificial teeth on an adjustable articulator. Special emphasis is placed on proper tooth selection, correct occlusion, waxing, curing, finishing, and polishing. Denture repairs and tooth replacement are also covered.
1-6-3*

DT 101 ORIENTATION AND TERMINOLOGY

This course is designed to acquaint the student with the role of the dental technician as a member of the dental health team and to familiarize him with the terms peculiar to the dental profession in order that he may interpret the directives included in a dentist's work authorization. A knowledge of equipment maintenance and safety factors will be considered. 1-0-1*

DT 102 COMPLETE DENTURE TECHNIQUES II

Continuation of DT 100. 1-9-4*

DT 103 CAST INLAY AND CROWN TECHNIQUES

This course covers the construction of various casts and dies, the waxing, carving, investing, casting, finishing and polishing inlays, three-fourths crowns, full and veneer-faced crowns. It also includes the methods of soldering. 1-2-2*

DT 104 CROWN AND BRIDGE TECHNIQUE I

Technical procedures required in the construction of fixed bridges from various types of impressions.
2-9-5*

* Lecture-Lab-Credit Hours

DT 106 PARTIAL DENTURE TECHNIQUES I

The basic techniques used in the construction of partial dentures with special emphasis on surveying and designing. The design and use of wrought wire construction is covered. 1-3-3*

DT 107 JURISPRUDENCE AND ETHICS

A knowledge of the legal aspects of the dental practice and dental laboratory business including the code of ethics for dental laboratory technicians. 1-0-1*

DT 110 CERAMICS I

A course on the manipulation of porcelain in the construction of jacket crowns and inlays including staining and characterization. 2-9-5*

DT 202 SPECIAL PROSTHESIS

A technical review of courses covered and to acquaint the student with latest developments. An introduction to some of the unique procedures and specialties in dental laboratory technology. 1-2-1

DT 204 CROWN AND BRIDGE TECHNIQUE II

Advanced techniques to include the use of various types of facings and pontics, both plastic and porcelain, and precision connectors. Special emphasis is given on proper alignment, contour and tooth form. 1-9-4*

DT 206 PARTIAL DENTURE TECHNIQUES II

An advanced course covering cast partial denture

* Lecture-Lab-Credit Hours

construction including the use of precision and semi-precision attachments. 1-6-3*

DT 210 CERAMICS II

A continuation of Ceramics I to include techniques for bonding porcelain to metal in bridgework and the design and construction of thimble type restorations. 0-4-2*

LIBRARY TECHNOLOGY

(Specialized, Business, Technical, Professional)

The Library Technology program is a terminal course designed to prepare students for responsible clerical and statistical positions in libraries. The curriculum will provide the student with the essential mechanical functions of librarianship such as workroom and circulation procedures and information services. Completion of the prescribed course leads to the Associate in Science degree. Those students contemplating transfer to undergraduate and graduate library programs should follow a university parallel program.

* Lecture-Lab-Credit Hours

FRESHMAN YEAR

<u>Course</u>	<u>Description</u>	<u>Semester Cr. Hrs.</u>
AT 110-111...	History & App. of Art.....	4
BE 105*	Typewriting	2
EH 101-102...	Freshman Communications.....	6
LT 101-102...	Lib.Workroom Procedures; Gen. Library Procedures.....	6
LT 103.....	Children's Literature	3
MC 110	Music Appreciation	2
PE	Physical Education	2
PS 101.....	Survey of Physical Science	3
SS 101-102...	Social Inst.; Political Inst...	6
		<u>34</u>

SOPHOMORE YEAR

BE 101.....	Office Practice.....	3
EH 201-202...	Eng. Lit. to 1800; after 1800..	6
EH 205.....	American Lit to 1865.....	3
HY 101-102...	Anc. & Med. Civilization; Modern Civilization.....	6
LT 104-105...	Non-book Materials; Library Practicum	6
PE	Physical Education	2
PY 201.....	General Psychology.....	3
**Electives		<u>3</u>
		<u>32</u>

* Students must pass the qualifying typewriting test or pursue BE 105.

** Suggested electives:

1. Students contemplating business or technical library work should take BA 100.

2. Students contemplating medical library work should make the following substitutions:

BY 101-102 for HY 101-102

HH 101 for AT 111 and take BY 255

LT 101 LIBRARY WORKROOM PROCEDURES

This course introduces the student to the technical processes involved in ordering and preparing books for use in various types of libraries. 3-0-3*

LT 102 GENERAL LIBRARY PROCEDURES

This course trains the student in circulation procedures; reserve book preparation and handling; library statistics; and the fundamentals of information service. 3-0-3*

LT 103 CHILDREN'S LITERATURE

This course relates children's needs and interests to appropriate book materials for their fulfillment. Sources and uses of materials are stressed. 3-0-3*

LT 104 NON-BOOK MATERIALS

The technologist is introduced to the use and care of a variety of audio-visual aids, acquires a basic knowledge of graphics, and learns essential record-keeping procedures. 3-0-3*

LT 105 LIBRARY PRACTICUM

The essential tools of basic information service are studied in this course. The student is introduced to a variety of reference sources and learns to correlate them. 3-0-3*

* Lecture-Lab-Credit Hours

PHYSICAL EDUCATION

PE 102 TEAM ACTIVITIES FOR WOMEN (New course description)

This course covers the skills, rules, and strategy for volleyball and basketball. Opportunity will be given for game practice and officiating. 0-2-1*

PE 112 SOCCER AND SOFTBALL FOR WOMEN

This course includes skills, strategy, and application of rules for soccer and softball with opportunity given for development of officiating techniques. 0-2-1*

PE 113 BASKETBALL FOR MEN

This course offers a review of the basic skills of basketball and the interpretation and application of the rules. Provisions are made for the study of basic offenses and defenses and their usage. 0-2-1*

PE 102 LIBRARY PRACTICUM

The essential tools of basic information service are studied in this course. The student is introduced to a variety of reference sources and learns to correlate them. 3-0-3*

* Lecture-Lab-Credit Hours

HOTEL-MOTEL AND FOOD SERVICE MANAGEMENT

(Specialized, Business, Technical, Professional)

The Hotel-Motel and Food Service Management curriculum is a mid-management program leading to the Associate in Science degree. The curriculum provides both a theoretical and a practical approach. Laboratory experience and training in hotels, motels, restaurants, and clubs is provided through part-time employment in local establishments. This curriculum prepares the student for employment in the hospitality industry.

FRESHMAN YEAR

<u>Course</u>	<u>Description</u>	<u>Semester</u> <u>Cr. Hrs.</u>
EH 101-102	Freshman Communications	6
HH 101	Personal and Community Hygiene..	2
HR 100	Intro. to H-M-R Management	3
HR 101	H-M-R Accounting	3
HR 212	Personnel Management.....	3
HR 202	H-M Housekeeping	3
PE	Physical Education	2
PY 201	Gen. Psychology	3
SP	Fundamentals of Speech	3
<u>Hotel-Motel Majors</u>		
HR 201.....	H-M Front Office Procedure....	(3)
Elective.....		(3)
<u>Food Service Majors</u>		
HR 102	Introduction to Foods	(3)
HR 210	Food Composition & Prep.....	(3)
HR 213	Quantity Food Service	(3)
		<u>37 34</u>

SOPHOMORE YEAR

<u>Course</u>	<u>Description</u>	<u>Semester</u> <u>Cr. Hr.</u>
AT 110	History & Apprec. of Art	2
or		
MC 110.....	Music Appreciation.....	(2)
HR 118-218*.....	H-M-R Practicum	8
HR 204	Mgmt. Practices in H-M-R.....	3
HR 207	H-M-R Law	3
HR 211	Purchasing Management.....	3
HR 214	Food & Beverage Control	3
HR 215	Equip.,Use, & Maintenance.....	3
HR 216	H-M-R Sales Promotion	3
PE	Physical Education	2
SS 101-102** ...	Social Inst.; Political Inst...	6
		<u>36</u>

* University transfer students substitute:

MS 106

3

Natural Science

6-8

** PL 201 or HY 201 may be substituted for SS 102

HR 213 OPERATIONAL PROCEDURES OF QUANTITY FOOD SERVICE

This course is designed to study the basic principles and analysis of food management problems. Phases of the work will include work plans and schedules, labor and food cost control, purchasing, equipment use and care, sanitation and safety. 3-0-3*

Lecture-Lab-Credit Hours

IN 101-01 ELEMENTARY ITALIAN

A basic knowledge of Italian grammar and composition, drill in pronunciation, simple reading and useful everyday conversation; and familiarity with the life and culture of Italy are provided in this course. 3-1-3*

IN 102-01 ELEMENTARY ITALIAN

(Prerequisite: IN 101 or equivalent.) This course is a continuation of the study of Italian grammar, composition and conversation, drill and pronunciation, reading and translation. 3-1-3*

***Lecture-Lab-Credit Hours**

62
3300



PALM BEACH COMMUNITY COLLEGE LIBRARY



3 4901 01018486 8

Archives 378.1543 P18b
1966/67

Palm Beach Junior
College.

The bulletin of Palm
Beach Junior College.
1961-1988.

RY

REFERENCE ROOM



Lake Worth, Fla. 33461

